



# The Market Weighton School

## PERSON SPECIFICATION

### POST: ADMINISTRATION OFFICER

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
<b>Qualifications and experience</b>	GCSE or equivalent in English and maths	▪		A & I
	General office experience including filing, photocopying, letter writing & mail merging	▪		A & I
	Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook		▪	A, T & I
	Knowledge of Arbor software or similar MIS		▪	A, I
	First Aid certificate – or will undertake training to obtain		▪	A
<b>Personal and interpersonal</b>	Willingness to undertake training as required	▪		A & I
	Ability to work to deadlines and a willingness to respond positively to all aspects of work	▪		A & I
	Effective team worker and a willingness to help colleagues	▪		A R & I
	Ability to be an effective timekeeper and able to manage and organise own workload	▪		A R & I
	Good oral and written communication skills	▪		A R & I
	Ability to use initiative – problem solving	▪		A R & I
	Demonstrable attention to detail	▪		A & T

	Helpful and positive attitude within a busy working environment	▪		I
	Ensure image is respectable and professional at all times	▪		I
	Excellent telephone manner	▪		A & R
	Excellent Keyboard skills		▪	A R & T
	Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment	▪		A R & I
	Ability to maintain a calm approach and work effectively under pressure		▪	A R & I
<b>Staff Development</b>	Flexible to working patterns	▪		I
	A commitment to the responsibility of safeguarding and promoting the welfare of young people	▪		I
<b>Child Protection</b>	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	▪		
	Willingness to undertake Child Protection and Recognition of Abuse training when required	▪		I

\* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test