

ADMINISTRATIVE OFFICER PERSON SPECIFICATION (GRADE 3)

Area	Requirement	Essential	Desirable
Professional Qualifications	NVQ Level 2 or equivalent qualification in a relevant discipline.	Y	
	Minimum grade C GCSE/O Level in English and maths or equivalent qualifications.	Y	
Knowledge	Knowledge of Microsoft Office programmes and other relevant ICT packages	Y	
	Appropriate knowledge of first aid and safeguarding.	Y	
	Knowledge of relevant policies/codes of practice & awareness of relevant legislation (e.g. confidentiality and data protection).	Y	
Skills & Abilities	Good numeracy/literacy skills.	Y	
	Confident user of ICT.	Y	
	Ability to maintain electronic and manual records.	Y	
	Good keyboard skills.	Y	
	Good interpersonal skills; able to work well with children, families, team members and other professionals.	Y	
	Work constructively as part of a team, understanding School and Children's Centre roles and responsibilities and your own position within these.	Y	
	Ability to identify own training and development needs and cooperate with means to address these.		Y
	Ability and willingness to plan and review work with the line manager as well as with colleagues.		Y
Experience	Sensitivity to the needs and welfare of others.	Y	
	General clerical/administrative/data entry/financial work.	Y	
	Experience of working in busy environments and juggling diverse work responsibilities.	Y	
	Working within a team.	Y	
Other	Enhanced DBS Check.	Y	
	Valid visa/Right to Work in UK.	Y	
Working with Others	Understands the importance of working in co-operation and partnership with colleagues.	Y	
	Approachable, accessible and flexible.	Y	
	High expectations and standards of self and others.	Y	
School Ethos	An ability to be a personal role model of professionalism, having high expectations of self and others.	Y	
	Maintains expected school standards of confidentiality at all times.	Y	
	An understanding of the need for equality of opportunity.	Y	
	Upholding and modelling our school ethos.	Y	