



Person Specification Senior Admin Officer

Qualifications & Training

- GCSE English and Maths (or equivalent).
- Evidence of continuing professional development.

Experience

- Experience of HR administration, including safer recruitment processes
- Experience of school admissions processes
- Experience within an education setting

Knowledge & Skills

- Understanding of HR processes and employment procedures
- Knowledge of safeguarding requirements, GDPR, and data protection.
- Excellent organisational and project management skills.
- Strong written and verbal communication skills, including report writing and minute-taking.
- Ability to interpret and apply legislation, policies, and regulations.
- Knowledge of Management Information Systems (MIS), and Microsoft Office applications.
- Ability to analyse data and present information clearly to stakeholders.

Personal Qualities

- Commitment to supporting and promoting the school's ethos and values.
- High levels of integrity, discretion, and professionalism.
- Ability to work under pressure, prioritise effectively, and meet deadlines.
- Strong problem-solving and analytical thinking skills.
- Excellent interpersonal skills and ability to build positive working relationships.
- Flexible, self-motivated, and committed to continuous development.
- Demonstrate resilience, positivity, and a good sense of humour, contributing to a supportive and collaborative working environment.