

Person Specification

Administration Officer Grade 3-4 (Pt 5-11)

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: A = Application Form, I = Interview, R = Reference.

	Essential	Desirable	Evidence
Qualifications and Professional Development			
First Aid qualification or willingness to train	X		A, I
Diabetes training or willingness to train	X		A, I
Safeguarding training or willingness to train	X		A, I
GCSE or equivalent in English and Maths	X		A
Understanding of data protection	X		A, I, R
Use of gmail, google docs or equivalent	X		A, I
Use of school computer packages (Arbor, Inventory, Evolve, Family)		X	A, I
Clerical or administrative qualification or equivalent experience		X	A
Experience			
General clerical / administrative experience	X		A, I, R
Working in a busy office environment	X		A, I, R
School Experience		X	A, I
Professional Knowledge and Understanding			
Ability to deal effectively with illnesses, accidents and injuries	X		A, I
Strong Understanding of customer service	X		A, I
Ability to work with children from a wide range of social and cultural backgrounds.	X		A, I, R

Knowledge of relevant policies / codes of practice		X	A, I
Awareness of relevant legislation		X	A, I
Personal Skills and Attributes			
Strong organisational skills	X		A, I, R
Ability to have positive interactions with adults and children of all ages	X		A, I, R
Able to maintain confidentiality at all times about school issues, within school and in the wider community.	X		I, R
Understanding of school roles & responsibilities and your own position within these		X	A, I
Other			
Willingness to caring out in service training	X		A, I
Commitment to the School's Equal Opportunities Policy and Acceptance	X		A, I
An understanding and appreciation of children		X	A, I
Desire to be involved with the school the ethos of the school		X	A, I