

Person Specification for Admin Officer

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (or equivalent experience/vocational qualifications) 	Any other relevant qualifications	Application Form
Knowledge and Experience	<ul style="list-style-type: none"> Previous experience of working in an office administration environment Experience of following procedures and processes 	<ul style="list-style-type: none"> Experience of working in a school office Experience of dealing with HR and recruitment processes Experience of using SIMS data management system Experience of Parentmail or other parent payment apps 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Evidence of excellent administrative and organisational skills Evidence of strong communication and interpersonal skills 		Application Form Interview References
Qualities	<ul style="list-style-type: none"> Tenacity Quick Learner Flexible and adaptable Ability to stay focussed and on task 		Application Form Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		Application Form References Interview
Safeguarding	<ul style="list-style-type: none"> Total commitment to and awareness of Safeguarding issues, as well as following the school's Safeguarding Policies and practices 		Application Form Interview References