



## PERSON SPECIFICATION

### Administrative Officer Grade: H3

	Essential	Desirable
Qualifications and experience	<p>Previous experience working in an administrative role in a busy office</p> <p>GCSE Maths and English</p> <p>Willingness to undertake CPD</p>	<p>Previous experience in a school office</p> <p>Experience working with children</p>
Knowledge and skills	<p>Understanding of safeguarding and child protection</p> <p>Awareness of data protection and confidentiality</p> <p>Strong computer literacy in Word, Excel and e-mail</p> <p>Basic financial skills</p> <p>Effective communication skills</p>	<p>Proficiency in Arbor and other school systems</p> <p>First aid skills</p> <p>Experience of ordering and/or procurement</p>
Personal qualities	<p>High standards of attendance and punctuality</p> <p>Ability to work in a team</p> <p>Organised and self-motivated</p> <p>Confident and enthusiastic</p> <p>Good attention to detail</p> <p>Ability to prioritise tasks and see them through to completion</p> <p>Able to operate effectively under pressure</p>	<p>Ability to engage with a range of pupils, staff and visitors</p> <p>Interested in making a difference to children</p>