**Hillmead School LOGO COLOUR**

**PERSON SPECIFICATION**

**Administrative Officer**

**Grade: H3**

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