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**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 officeGCSE Maths and EnglishWillingness to undertake CPD | Previous experience in a school officeExperience working with children |
| Knowledge and skills | Understanding of safeguarding and child protectionAwareness of data protection and confidentialityStrong computer literacy in Word, Excel and e-mailFinancial skillsEffective communication skills | Proficiency in Arbor and other school systemsFirst aid skillsExperience of ordering and/or procurement |
| Personal qualities | High standards of attendance and punctualityAbility to work in a teamOrganised and self-motivatedConfident and enthusiasticGood attention to detailAbility to prioritise tasks and see them through to completion | Good sense of humourAbility to engage with a range of pupils, staff and visitorsFriendly mannerInterested in making a difference to children |