

PERSON SPECIFICATION

JOB TITLE: Admin Officer

DEPARTMENT: Education

GRADE: 5

DATE: May 2024

PREPARED BY: Melanie Gartell

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience.	
E	Substantial experience of administrative and financial work.	A/I
D	Experience of working in a school environment.	A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	
D	Appropriate knowledge of first aid.	A/II
D	Effective use of ICT packages e.g. parent payment system, e-mail and texting system.	A/II
D	Knowledge of relevant policies / codes of practice and awareness of relevant legislation.	A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	
D	Knowledge of SIMs	
E	Competent in use of keyboard skills including Word, Excel, Publisher and PowerPoint.	A/I
E	Ability to relate well to children and adults.	A/I
E	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	A/I
E	Ability to identify own training and development needs and co-operate with means to address these.	A/I
D	Knowledge of safeguarding children in education.	A/I
D	Minuting confidential meetings for SLT	A/I
D	Oversee the process of using school facilities for letting purposes	A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	
D	NVQ 2 or equivalent qualification or experience in relevant discipline.	A/I
E	Good numeracy / literacy skills.	A/I
E	Educated to GCSE Grade C or above.	A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	
E	Ability to solve problems and to think outside the box.	A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	A/I
D	Ability to distribute stock and supplies around the school.	A/I