



Administration Officer - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	5+ GCSE grade C or above in English or Maths or Equivalent administrative qualifications (e.g. NVQ Business Admin.)	✓		A & I
	A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A & I
	Experience of working in a school.		✓	A & I
	Experience of working in a Reprographics Dept.		✓	A & I
Personal and interpersonal	Interacting and Presenting - Presenting and Communicating Information Excellent communicator to effectively respond to a range of careers queries/enquiries. Able to project a respectable and professional image at all times. Helpful and positive attitude in a busy environment	✓		I
	Organising and Executing - Planning and Organising Able to work to deadlines and a willingness to respond positively to all aspects of work. Able to be an effective timekeeper and able to manage and organise own time. Demonstrable attention to detail Able to use initiative and seek appropriate solutions to problems	✓		I
	Creating and Conceptualising - Learning and Researching Manage knowledge to be able to provide effective support, advice, training and information to colleagues	✓		I
	Supporting and Co-operating - Working with People Builds good relationships, non-judgemental, ethical and relates well to people at all levels.	✓		I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience		✓	I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		A & I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task