**FIR VALE SCHOOL ACADEMY TRUST**

# Person Specification

**Administrative Officer**

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| **Factors** | **Essential** | **Desirable** | **How Identified** |
| Skills/knowledge/experience | * Excellent Communication and listening skills * The ability to converse at ease with members of the public * Ability to respect and maintain confidentiality * Working knowledge of standard computer packages (word processing, email and spreadsheets) * Experience of using SIMs * Efficient and effective organisational skills * Ability to relate to pupils in a pleasant sympathetic manner * Ability to recognise potential child safeguarding issues | * Experience in an administrative role in a secondary school setting | Application form  Supporting statement  Interview  References |
| **Qualifications/**  **Training** | * GCSE qualifications in English and Mathematics or equivalent | * Willingness and ability to obtain and/or enhance qualifications and training for development in the post * First Aid qualification/   experience | Application Form  Supporting statement  Interview |
| **Work related Circumstances** | * Satisfactory Enhanced Criminal Records Disclosure | * Experience of working in a school environment | Application Form  Supporting statement  Interview |
| **Personal Qualities** | * Ability to work accurately and under pressure * Ability to adapt to changing work loads * Self-motivated and ability to motivate others * To work within the spirit of School Policies on Equal opportunities, Child Protection, Health and Safety, Finance etc. * Flexible team worker |  | Application Form  Supporting statement  Interview  References |