

 Admin Officer

 Rack House Primary School

 PERSON SPECIFICATION

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| **QUALIFICATIONS/TRAINING/KNOWLEDGE** |
| * 3 GCSE or equivalent in English and Maths (level C or above)
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| * Training in school-based systems desirable
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| * Communicate effectively with a range of people including staff, pupils, parents and visitors
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| * Experience in Windows Outlook, Excel and Word
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| * Willingness to undertake continuing professional development
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| **EXPERIENCE/SKILLS** |
| * Excellent communication skills and warmth of personality
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| * Knowledge of data protection issues and GDPR
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| * Ability to work confidentially and flexibly with sensitivity and tact
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| * Ability to liaise with other agencies
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| **COMPETENCIES** |
| * Extremely organised, reliable with meticulous attention to detail
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| * Committed to safeguarding and promoting the welfare of children and young people
 |
| * Patient, enthusiastic, energetic and self-motivating
 |
| * Able to prioritise
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| * Accessible, responsive and accountable
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| * Resilient and respond well to pressure, deadlines, interruptions and conflicting demands
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| * Able to self-evaluate in order to manage, promote and implement change
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| * Be discreet and acutely aware of the need for confidentiality
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| * Accuracy and precision when preparing, maintaining and monitoring financial records and dealing with cash
 |
| * Be able to work constructively as part of team, understanding school roles and responsibilities and your own position within these
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