A red shield with a building and numbers

AI-generated content may be incorrect.

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) |
| * Training in school-based systems desirable |
| * Communicate effectively with a range of people including staff, pupils, parents and visitors |
| * Experience in Windows Outlook, Excel and Word |
| * Willingness to undertake continuing professional development |
|  |
| **EXPERIENCE/SKILLS** |
| * Excellent communication skills and warmth of personality |
| * Knowledge of data protection issues and GDPR |
| * Ability to work confidentially and flexibly with sensitivity and tact |
| * Ability to liaise with other agencies |
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| **COMPETENCIES** |
| * Extremely organised, reliable with meticulous attention to detail |
| * Committed to safeguarding and promoting the welfare of children and young people |
| * Patient, enthusiastic, energetic and self-motivating |
| * Able to prioritise |
| * Accessible, responsive and accountable |
| * Resilient and respond well to pressure, deadlines, interruptions and conflicting demands |
| * Able to self-evaluate in order to manage, promote and implement change |
| * Be discreet and acutely aware of the need for confidentiality |
| * 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 |