

**Person Specification**

**Admin Officer – General**

**Grade 3**

**For this job we are looking for**:

Experience of general clerical, administrative and financial work.  Possess good numeracy and literacy skills.

Ability to manage own workload effectively.

Willingness to undergo minor first aid training.

Ability to produce accurate written minutes /notes of meetings.

Knowledge and experience of information technology and ability to use ICT  packages, including spreadsheets, data bases and word processing.

Possess good keyboard skills in order to produce high quality documents.

Accuracy and precision when preparing, maintaining and monitoring financial  records and dealing with cash.

Have a knowledge and awareness of the regulatory framework around education  and schools.

Ability to relate well to children and adults.

Be able to work constructively as part of a team, understanding school roles and  responsibilities and your own position within these.

Ability to identify your own training and development needs and cooperate with the  means to address these needs.

The roleholder must have a command of spoken English which is sufficient to enable  the effective performance of the role, including the ability to speak with confidence  and accuracy and the ability to listen and respond appropriately dependent on the  audience.

**Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and  colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and  quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate  to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school’s professional standards, including dress code  as appropriate.

Be willing to consent to and apply for an enhanced disclosure check to the DBS  (Disclosure and Barring Service).