



Person Specification: Senior Administration Officer

Knowledge/Qualifications

Grade C or Above GCSE (or equivalent) qualification in English and Maths

A sound knowledge of computer databases and Spreadsheets including Microsoft Excel and Word.

Excellent written and oral skills.

Knowledge of school `administrative systems including SIMS and FMS.

Skills and Competencies

Ability to set and work to agreed targets and work schedules.

Ability to communicate effectively with persons at all levels.

Ability to work pro-actively

Ability to organise one's own tasks with minimum supervision.

Ability to type quickly and accurately.

Specifications

Motivate to work with children and young people.

Appropriate attitudes to use of authority & maintaining discipline.

The postholder may be required to work outside of normal school hours on occasion, with due notice.

All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.

An understanding of the principles of Keeping children safe in Education and a commitment to ensuring the health, Safety and wellbeing of all children.