



ADMINISTRATIVE OFFICER

GRADE 4

	Job Requirements
Knowledge:	<ul style="list-style-type: none">• An understanding of administrative procedures.• An ability to use all office equipment within the context of Health and Safety Regulations.
Skills and Abilities:	<ul style="list-style-type: none">• Able to be a supportive member of a team.• Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting.• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.• Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.• Able to record and present information in a neat and legible way.• Able to support the provision of secretarial services, e.g. maintain electronic diaries, book appointments, take messages and arrange meetings.• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.• Able to operate office equipment such as photocopier etc.• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.• Able and willing to undertake staff training and development courses.
Personal Attributes:	<ul style="list-style-type: none">• Have a friendly, professional and respectful approach which demonstrates support and mutual respect.• Be committed to the needs of the pupils, parents and other school stakeholders.• Can demonstrate a "can do" attitude.• Is adaptable to change.• Can act with pace and urgency, when required.• Enthusiastic and decisive.• Possess a good sense of humour.

Experience:	<ul style="list-style-type: none"> • Proven administrative background covering activities such as filing, maintenance of records, using the telephone, dealing with people. • Experience using Microsoft Office software, including Microsoft Word, Excel, Outlook etc. • Maintenance of financial records and cash handling. • Experience of using Bromcom would be an advantage, however training will be given. • Experience of working in an environment with children.
--------------------	--

Educational:	<ul style="list-style-type: none"> • GCSEs in Maths and English (Grade A – C or equivalent). • Educated to NVQ Level 2, or appropriate equivalent.
---------------------	--

Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
------------------------------	--