**Administration Officer Person Specification**

 **Baginton Fields School is committed to safeguarding and promoting the welfare of its students. All staff are expected to share, and demonstrate, this commitment.**

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|  | **Essential Criteria** | **Assessment by:** |
| **Education and Qualifications:** | * Effective communication and literacy skills.
* Minimum qualification in English and Maths as follows: GCSE Grade A-C, CSE level 1 or O Level grades A-C
 | Application Form |
| **Experience:** | * Placement in comparative setting
 | Application Form |
| **Skills:** | * Able to communicate and exchange information verbally and in writing, with a range of audiences.
* Knowledge of ICT packages including Microsoft Word, Excel
* Experience of office administration and relevant equipment
* A commitment to keeping children safe.
* Good numeracy skills to be able to undertake straightforward calculations.
* Be able to write letters, handle/record cash and maintain budget records and work with a variety of databases.
* Be able to stay calm and (on occasion) deal with difficult visitors
* Excellent organisational skills
* Ability to prioritise own workload and work with minimal supervision
* Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis
* Able to deal with unexpected problems/situations and apply a solution
* Be aware of and comply with school policies and procedures (e.g. Child protection, equal opportunities, health & safety, data protection, confidentiality)
* Can maintain confidentiality at all times
* Successful applicant will be subject to a criminal record enhancement check with the Disclosure & Barring Service (DBS) before the appointment can be confirmed.
 | Application Form ReferencesInterviewPrevious Experience  |
| **Personal:** | * Suitable for working with children.
* Commitment to keeping children safe.
* Excellent attendance record.
* Persistent and resourceful.
* Flexible and approachable.
* Maintain a sense of humour under pressure.
* Commitment to equality of opportunity.
 | Interview / AppReferencesReferences.Interview / Ref.Interview Interview / Ref. |
| Please contact school should you wish to discuss elements of this Person Specification.Luisa Miller School Business Manager. |

December 2022.