**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  References  Interview  Previous 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 / App  References  References.  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.