

Person Specification – Senior Administration Officer/PA to the Headteacher

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| Qualifications | |
| Educated to A level or equivalent, or able to evidence ability at an equivalent level. | Essential |
| First aid qualification / training | Desirable |
| Experience | |
| Providing administrative support to management roles | Essential |
| Working in a school environment | Desirable |
| SIMS, or a similar Management Information System | Essential |
| Experience of using cashless payment systems | Essential |
| Skills, Knowledge and Understanding | |
| Excellent written and verbal communication skills | Essential |
| A proven track record of undertaking a wide range of administrative duties | Essential |
| Excellent organisational skills and attention to detail | Essential |
| High level of knowledge of Google Drive, Microsoft Office, particularly Excel and Outlook | Essential |
| Understanding of how Governor processes work within a school | Desirable |
| Competent in data entry and reporting | Essential |
| Ability to communicate effectively and appropriately with all stakeholders, and to be able to prepare reports and maintain clear and comprehensive records | Essential |
| Ability to manage a complex diary for a senior staff member | Essential |
| An understanding of the importance of confidentiality and dealing with sensitive issues | Essential |
| Personal Qualities | |
| Ability to relate well to people at all levels | Essential |
| Ability to work under pressure and to strict deadlines across a range of activities | Essential |
| An ability to maintain professional integrity even when under pressure | Essential |
| Flexibility and resilience | Essential |
| High organisational skills including the ability to prioritise and manage time effectively | Essential |
| Reliability, honesty and trustworthiness, demonstrating the highest professional standards | Essential |
| Ability to work in a solution focussed way | Essential |
| Ability and confidence to communicate effectively both verbally and in writing | Essential |
| A commitment to on-going personal development and willingness to undertake appropriate training | Essential |
| Evidence of commitment to safeguarding and protecting the welfare of children | Essential |

Appointment to the post is subject to a satisfactory enhanced DBS check.

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act (1974) as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.