**CREATE LEARNING TRUST**

**Person Specification – School Administration Officer – Grade 5**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to at least GCSE Grade C or equivalent in English and Mathematics | **√** |  |
| Qualification in administration |  | **√** |
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| **Experience** |
| Experience of working in a school office | **√** |  |
| Experience of working with administrative systems, procedures and routines applicable to a school environment (minimum 2 years) | **√** |  |
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| **Knowledge and Skills** |
| Experience of working with Arbor (minimum 1 year) |  | **√** |
| Microsoft Excel and Word – intermediate to advanced level | **√** |  |
| Excellent IT skills – Microsoft Office Suite, email and Internet  | **√** |  |
| Excellent and confident written and verbal communication skills | **√** |  |
| Excellent organisational and time management skills | **√** |  |
| Ability to maintain a high level of accuracy and attention to detail | **√** |  |
| Ability to work independently and use initiative but also able to work constructively as part of a team | **√** |  |
| Ability to function under pressure, establish priorities and work to strict deadlines | **√** |  |
| Ability and a commitment to work flexibly and to respond to unplanned situations |  | **√** |
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| **Personal Qualities** |
| Ability to deal confidentially, impartially and appropriately with situations | **√** |  |
| Patience, tolerance and sensitivity | **√** |  |
| Tact and diplomacy for dealing with pupils and parents and excellent interpersonal skills | **√** |  |
| Efficient and meticulous in organisation | **√** |  |
| A desire to develop skills and knowledge through CPD | **√** |  |
| Evidence of exemplary attendance and punctuality | **√** |  |
| Commitment to the highest standards of child protection | **√** |  |
| Recognition of the importance of personal responsibility for Health and Safety | **√** |  |
| Commitment to the school’s ethos, aims and its whole community | **√** |  |
| A sense of humour! | **√** |  |