

**ADMINISTRATION OFFICER PERSON SPECIFICATION**

Essential	Desirable
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Knowledge of word processing and spreadsheet applications e.g. Microsoft Word, Microsoft Excel</li> <li>Some knowledge of LA admissions arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SIMs.net program</li> <li>Knowledge of managing pupil information on SIMs.net</li> <li>Knowledge of raising purchase orders and inputting invoices for payment on SIMsfms</li> <li>Knowledge of ParentPay</li> <li>Knowledge of maintaining websites</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of undertaking a range of administrative duties, including data input and retrieval</li> <li>Experience of receiving, checking, recording and balancing money collected through the school</li> <li>Secretarial experience including organising meetings, taking messages and resolving queries, preparing and distributing letters</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using SIMS.net</li> <li>Experience of maintaining pupil information on SIMs.net</li> <li>Experience of generating standard reports for general management information</li> <li>Experience of completing statistical returns</li> <li>Experience of raising purchase orders and inputting invoices for payment on SIMsfms</li> <li>Experience of managing school meals including income and expenditure</li> <li>Experience of ParentPay</li> <li>Experience of bulk emailing and texting</li> </ul>
<b>Skills &amp; Abilities</b>	
<ul style="list-style-type: none"> <li>Ability to work in an organised and methodical manner</li> <li>Ability to maintain efficient record keeping systems</li> <li>Ability to produce accurate records and reports as required</li> <li>Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents</li> <li>Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date</li> <li>Ability to maintain pupils' and associated records</li> <li>Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>Ability to act on own initiative</li> </ul>	
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Diplomatic and resourceful</li> <li>Good interpersonal skills</li> <li>Independent</li> <li>Able to manage change and work under pressure</li> <li>Willingness to participate in further training and developmental opportunities offered by the school and LA, to further knowledge</li> </ul>	