

**ADMINISTRATION OFFICER PERSON SPECIFICATION**

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