



## Person Specification

### Administration Officer

#### Person Requirements:

##### Essential:

- To maintain the highest standards of professional conduct including confidentiality at all times.
- Previous experience in an office and understanding of office administration
- Previous experience of providing administrative duties, undertaking a range of tasks that have included word processing, database maintenance and personal/telephone skills
- Excellent communication and writing skills; to achieve effective and accurate communication; to liaise with a wide range of internal and external contacts
- Excellent interpersonal skills; building strong working relationships with the rest of the team to ensure smooth co-ordination and consistency of messages
- IT skills with high level experience in use of Microsoft Office, word, excel spreadsheets etc.
- The ability to type accurately at speed.
- The ability to operate a filing system
- Experience of composing and proof reading documents
- Ability to adapt skills to fit in a changeable, fast-paced working environment
- Ability to manage time effectively, organise and prioritise personal workload to ensure objectives are fulfilled
- To be a positive and self-motivated team player
- The ability to work without supervision, be able to think in advance and organise tasks that need to be planned ahead

- The ability to communicate effectively with both adults and children
- A sympathetic and understanding attitude towards all children
- Be flexible and adaptable
- Stay calm and cheerful when working under pressure
- Competent in English and Maths to at least GCSE Grade C
- Will require an Enhanced DBS check to work within school environment.
- Previous experience and flexibility to work in a small school team

Desirable:

- Further relevant qualifications or training would be an advantage.
- The ability to choose the best form of communication when delivering messages ie telephone/email/face to face.
- Previous experience or knowledge of the education sector would be an advantage.
- Social media experience – updating websites and other social media platforms as necessary.
- Experience of using AI to support effective task completion.

If you are shortlisted for this position the interviewing panel will be asking you questions based on the job description and person specification in order to ascertain your suitability for the post. We will also be seeking references before your interview; any relevant issues that are raised by your referee will be taken up during the interview.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.