



Data and Administration Officer *(with responsibility for school databases)*

Person Specification

These qualities are required for this post:

1. Job related knowledge, aptitudes and skills

- * A practical person who can work in a flexible, supportive way to assist the Office Manager as directed - ESSENTIAL.
- * The ability to work without supervision, be able to think in advance and organise tasks that need to be planned ahead - ESSENTIAL.
- * A willingness to develop personally as a member of our team and take part in in-service training where appropriate – ESSENTIAL.
- * Previous experience in an office and understanding of office administration - ESSENTIAL.
- * The ability to use various computer packages such as Microsoft Windows, Word, Outlook and Excel - ESSENTIAL.
- * The ability to communicate effectively with both adults and children - ESSENTIAL.
- * Competent typing and word processing skills - ESSENTIAL.
- * The ability to operate a filing system - ESSENTIAL.
- * Numerate and able to handle basic computation - ESSENTIAL.
- * A sympathetic and understanding attitude towards all children - ESSENTIAL.
- * Ability to demonstrate the limits of confidentiality that apply to the job – ESSENTIAL.

2. Experience

- * Be able to demonstrate that they have experience of working within an office - ESSENTIAL.
- * Be able to demonstrate that they have worked as part of a team - DESIRABLE.
- * Has current experience of using computer packages, particularly Excel - ESSENTIAL.

3. Personal Skills

Candidates should be able to:

- * Work independently and as part of a team - ESSENTIAL.
- * Communicate with a wide variety of different people - ESSENTIAL.
- * Be flexible and adaptable - ESSENTIAL.
- * Show initiative and good organisational skills - ESSENTIAL.
- * Demonstrate an interest in computers - ESSENTIAL.
- * Stay calm and cheerful when working under pressure - ESSENTIAL.

4. Other Qualities and Conditions

- * Have proven knowledge of computers – ESSENTIAL.

5. Personal Qualities

- * Sympathetic to the positive ethos of the school.
- * To enjoy working as part of a team.

6. Equal Opportunities

- * Must promote equal opportunities with regard to:-
 - (a) Gender
 - (b) Race
 - (c) Disability
- * Must be self aware: know how to demonstrate a commitment to treating all people fairly and with respect.

7. Desirable

- * The ability to work extra hours on occasions.

- * Please note this job requires a high level of mobility, communication and visual skills.

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. The interview panel will also explore issues relating to safeguarding and promoting the welfare of children including:

- Your motivation to work with children.
- Your ability to form and maintain appropriate relationships and personal boundaries with children.
- Emotional resistance in working with children with a range of difficulties.

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.