

Person Specification

Title:	Trust Admin Officer	Grade:	ST5
Department :	Business Management Services (Administration) – School Based	Reports to:	Trust Senior Admin Officer
Specification	Essential	Desirable	
Qualifications and Training			
GCSE grade A-C, NVQ Level 3 or equivalent qualification in relevant discipline	*		
First Aid Certificate		*	
Professional Experience			
Experience in a similar administrative role	*		
Considerable experience of Microsoft and Google Software	*		
Experience in a similar role in a school or similar working environment	*		
Experience of working with Arbor		*	
Knowledge and Understanding			
Knowledge of a school administration systems	*		
Use of relevant equipment/resources (e.g photocopiers, telephones, laminators)	*		
Compliance with managing school data in line with GDPR policy		*	
Ability to maintain a welcoming reception space for our children and visitors	*		
Ability to relate well to children and adults	*		
Ability to work under pressure and prioritise tasks	*		
Flexible and adaptable	*		
Ability to set and work to agreed targets and work schedules	*		
Ability to communicate effectively with persons at all levels (orally and written)	*		
Ability to work pro-actively	*		
Personal Qualities			
An approachable and caring manner	*		
Ability to manage time well and work under pressure to deadlines	*		
Ability to prioritise workloads and multitask	*		
Enthusiastic and energetic	*		
Motivated to work with children & young people	*		
Emotional resilience in working with challenging behaviours	*		
Appropriate attitudes to use of authority & maintaining discipline	*		
Safeguarding			
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	*		
Able to form and maintain appropriate relationships and personal boundaries with pupils	*		