



Hebden Green School

PERSON SPECIFICATION: GRADE 4 ADMINISTRATION OFFICER

Essential Criteria

Qualifications & Training

- Good general education (minimum GCSE English and Maths or equivalent).
- Evidence of continued professional development in administration/ICT.

Experience

- Experience of working in a busy environment, ideally in a school or education setting.
- Experience of providing administrative and reception support.
- Experience of using ICT systems and databases for data entry, reporting and analysis.

Knowledge & Skills

- Strong organisational skills with the ability to prioritise workload and meet deadlines.
- High level of accuracy and attention to detail.
- Excellent ICT skills, including MS Office and the ability to operate school information management systems.
- Effective written and verbal communication skills with a range of stakeholders.
- Ability to analyse data and produce reports to support decision making.
- Knowledge of safeguarding, confidentiality, and data protection requirements.

Personal Qualities

- A professional and welcoming manner with staff, pupils, parents, and visitors.
- Ability to remain calm under pressure and handle sensitive situations with tact and discretion.
- Flexible and adaptable approach to work.
- Commitment to teamwork and contributing to the wider life and ethos of the school.
- Commitment to equal opportunities and inclusive practice.

Desirable Criteria

- Experience of working in a special school or with children and young people with additional needs.
- Knowledge of school policies and procedures, including safeguarding.
- First Aid training or willingness to undertake training.