Langley Fitzurse Church of England School

Person Specification –Admin Officer

Direct report to School Bursar.

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Qualifications and Training | * Good standard of general education inc. English and Maths
* Good communication skills, both verbal and written
 |  |
| Experience | * Experience of working successfully and co-operating as a member of a team
* Experience of undertaking a range of administrative tasks
 | * Working with SIMs, completing school census information
 |
| Professional Values | * Confidential
* Wish to work within a school
* Be sympathetic and champion the schools ethos and aims
* Meet the expectations of the schools governing body
* Establish and maintain excellent professional relationships with the pupils, parents and colleagues community
* Establish and maintain excellent professional relationships with wider school including St Peters Church
 |  |
| Knowledge and Understanding | * Have and awareness of the statutory requirements of legislation concerning safeguarding, including Child Protection, Equal Opportunities, Health and Safety and Inclusion – further training to the given
* Have confident IT skills including Office, email, website and social media maintenance.
* Manage bookings and invoicing for After School and Early Morning Club
* Place simple orders under the direction of the School Bursar
 |  |
| Skills | * To be able to deal with regular interruptions
* Establish and develop appropriate relationships with colleagues, parents and governors
* Communicate effectively and with accuracy (both verbally and in writing) at all levels e.g. pupils, staff, parents and visitors
* Promote a positive working environment
* Be able to work under pressure and prioritise workload
* Produce accurate work
* Ability to work with minimal supervision and to action on own initiative.
 |  |
| Personal Characteristics. | * Approachable and empathetic
* Organised and resourceful
* Professional in conduct
* Flexible
* Reliable
* Punctual
* Outward looking and positive in outlook.
 | * Creative and enthusiastic
 |