Langley Fitzurse Church of England School

Person Specification –Admin Officer

Direct report to School Bursar.

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|  | 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 |