PERSON SPECIFICATION FOR ADMINISTRATION OFFICER

	Essential	Desirable
Qualifications and Attainment	• ICT literate especially using Microsoft WORD and EXCEL • Clearance from the Criminal Records Bureau	Experience of accounting systems eg: SIMS, Parentmail
Specific Skills and Abilities	• Experience of financial and administration duties as outlined in job profile SCH980 • Excellent communication skills at all levels both written and verbal • Excellent organisational skills • Excellent telephone manner • Effective administrative and clerical skills • Excellent distribution skills • Ability to be highly confidential • Able to prioritise work • Excellent literacy and numeracy skills • Willing to undertake appropriate continual professional development • Able to problem solve and discuss issues with the headteacher/governors to help find a resolution • Able to work alongside the procedures and policies already in place in school	• Experience of school administration • Good sense of humour • Knowledge of Health and Safety procedures • Knowledge of Financial Management Systems in Schools • Experience of cash management and expenditure procedures • Experience of OFSTED • Experience with safeguarding procedures eg: Single Central Record
Personal qualities	• Able to work to deadlines • Able to develop systems to improve processes • Able to deal with interruptions • Highly motivated • Supportive in a team environment • Enthusiastic with drive and energy • Able to work both independently and as part of a team • Commitment • Tolerant of stress • Flexible in approach and within working day • Shows initiative • Able to work under pressure • Acts at all times with professionalism and discretion	• Contribute to the school's Christian ethos