

Person Specification Administrative Officer

Attribute	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none"> Experience of working in an office environment 	<ul style="list-style-type: none"> Experience of Teacher training process 	<ul style="list-style-type: none"> Application Interview References
Skills	<ul style="list-style-type: none"> Good communication and interpersonal skills Good numeracy, literacy and ICT skills Able to work on own initiative Good organisational skills Good time management skills, including the ability to work to deadlines Must be a driver with access to own vehicle 		<ul style="list-style-type: none"> Application Interview References
Qualifications	<ul style="list-style-type: none"> C grade or above in GCSE English 	<ul style="list-style-type: none"> Admin NVQ qualification C grade or above in GCSE Mathematics 	<ul style="list-style-type: none"> Application
Knowledge and Understanding	<ul style="list-style-type: none"> Proficient in Microsoft Office applications, especially Word, Excel and PowerPoint 	<ul style="list-style-type: none"> Some basic knowledge and understanding of the secondary /primary school system 	<ul style="list-style-type: none"> Application Interview
Continuous Professional Development	<ul style="list-style-type: none"> Commitment to own professional development 		<ul style="list-style-type: none"> Application Interview
Personal Qualities	<ul style="list-style-type: none"> Excellent communicator Effective team member Ability to work well under pressure and use your own initiative Flexible and willing Drive and determination Energy, enthusiasm and a sense of humour 		<ul style="list-style-type: none"> Application Interview References