

# Person Specification

**Job Title: Administration Officer for HeppSY Project**

	Essential	Desirable
<b>Qualifications</b>		
5 x level 2 qualifications inc English and Maths (grades A*-C)	✓	
Competent with standard computer packages e.g. Excel, Word, PowerPoint, Outlook etc.	✓	
Willingness and ability to obtain and/or enhance qualifications and training developments in the post.	✓	
<b>Experience</b>		
Experience of working in a school environment.	✓	
Experience of producing accurate and complex documentation and correspondence		✓
Experience within an office environment.		✓
Experience of working with young people.		✓
Experience of producing letters and documentation using Microsoft office programmes	✓	
Experience of maintaining electronic records	✓	
Experience of prioritising workload, time management and dealing with conflicting priorities		✓
<b>Skills</b>		
Good communication and listening skills.	✓	
Ability to respect and maintain confidentiality.	✓	
Efficient and effective organisation skills.	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues.	✓	

Understanding of Academy child safeguarding procedures.		✓
Ability to undertake notes/minutes at meetings	✓	
<b>Other</b>		
Satisfactory Enhanced Disclosure and Barring Service (DBS) Check	✓	
Assessed and advised by Occupational Health Service	✓	
Ability to work across two sites every week, attending events and meetings as required	✓	