



Job Specification

Administrative Officer

Knowledge, skills and experience requirements for the post.		
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
GCSE A*-C in English and maths, or equivalent qualifications	Essential	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in a school environment		Desirable
Previous experience within an office environment	Essential	
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Excellent communication, written and listening skills to be used at all times with delegates, customers and staff	Essential	
Ability to respect and maintain confidentiality	Essential	
Working knowledge of standard Microsoft Office (word processing, email and spreadsheets)	Essential	
Working knowledge of standard Google systems (Drive, Forms, Sheets and Docs)		Desirable
Ability to provide professional and effective administrative assistance to the Yorkshire and Humber Maths Hub and OIE Conference Centre	Essential	
Experience of operating basic office equipment including photocopier and fax	Essential	
Efficient and effective organisational skills	Essential	
Knowledge and understanding of Academy child safeguarding procedures		Desirable
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Satisfactory Enhanced Criminal Records Disclosure	Essential	
Assessed and advised by Health and Well Being	Essential	