



## Person Specification

**Job Title:** Administration Officer

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English and Maths.	✓	
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 within an office environment.	✓	
Experience of working with young people.		✓
<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.		✓