



# Person Specification

**Job Title:** Senior Admin Officer

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Effective use of ICT and other specialist equipment/resources	✓	
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓	
Very good ICT skills	✓	
<b>Qualifications</b>		
GCSE or equivalent in Maths and English	✓	
NVQ 3 or equivalent qualification e.g. I.L.M. Certificate of First Line Management (Introductory Course) <b>Or</b> Experience in relevant discipline	✓	
NVQ 4 or equivalent e.g. ILM Endorsed Certificate – (Skills for Middle Leaders)		✓
<b>Skills</b>		
Experience of development, management and operation of administrative systems	✓	
Excellent keyboard skills in the use of computerised systems e.g. bulk data input	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	