**Oak Learning Trust**

**Person Specification**

**Administrative Officer**

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|  | **Essential** | **Desirable**  | **Method of Assessment** |
| **Qualifications** | * GCSE A\*- C in Maths and English (or equivalent)
 | * Business Administration qualification
 | Application FormCertificates |
| **Experience** | * Recent experience of working as part of a team in a school office environment
* Experience of meeting deadlines and managing own workloads whilst maintaining high levels of accuracy
* Excellent standards of literacy and numeracy
* Skilled in the use of ICT packages (e.g. Word/Excel/Email) in a working environment, including computerised finance systems
* Experience of using a SIMS database
* Experience of using other school packages (e.g. ParentPay)
 | * Experience of cash handling
 | Application FormWork Related TaskInterviewReferences |
| **Knowledge,** **skills and attributes** | * Ability to communicate verbally and in writing with a wide range of stakeholders both internal and external
* Ability to multi-task, manage own time effectively and work to deadlines, prioritising where necessary
* Ability to remain calm and friendly under pressure
* Knowledge and understanding of safeguarding in schools
* Enthusiastic and self-motivated, with a sense of humour
* Ability to create a friendly welcoming atmosphere for all visitors to the school
* Professional, positive, and flexible approach to work
* Personal capacity and commitment to deal with a constantly changing environment
* Excellent understanding of the requirements for confidentiality and able to maintain same
 | * Knowledge and understanding of safeguarding in schools
 | Application FormInterviewReferences |
| **Specific Requirements** | * Ability to work flexibly to meet the demands of the post
* A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships
* Able to work across academies within the Trust
* A willingness to participate in the wider activities of school life
* Willingness to participate in training and personal development programmes
* Ability to travel between sites independently if required
* Ability to promote the schools and the Trust directly and through modelling high standards
 |  | Application FormInterviewReferences |