**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 Form  Certificates |
| **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 Form  Work Related Task  Interview  References |
| **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 Form  Interview  References |
| **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 Form  Interview  References |