



## **Admin Support Officer**

### **Person Specification**

<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Knowledge and Qualifications</u></b>	<b><u>Knowledge and Qualifications</u></b>
Good literacy and numeracy skills	
Knowledge of core administrative functions in an educational setting	GCSE grade C in English and Maths or equivalent
First Aid qualification (or willingness to undertake qualification)	
<b><u>Experience</u></b>	<b><u>Experience</u></b>
Experience of working in an administrative/customer services setting	Relevant experience in a school/educational setting
	Experience of working within financial procedures including cash handling
<b><u>Skills and Competencies</u></b>	<b><u>Skills and Competencies</u></b>
Well-developed negotiation skills	Working knowledge of SIMS
Sound communication skills, both written and verbal	
Ability to work as part of a team	
Precision and speed required when maintaining all records	
Sound administrative skills, including organisation and interpersonal skills	
Ability to use relevant ICT applications e.g. MS Word, Access, Excel	
Ability to maintain high levels of confidentiality	

