

Academy Office Administrator – Grade 5

Person Specification

	Essential	Desirable	How assessed
<u>Qualifications</u> A good general level of education will be essential.	✓		App/Doc
<u>Experience</u> Relevant experience within the context of the role.	✓		App/Ref
<u>Knowledge</u> Knowledge of understanding of education sector, administration and procedures. Computer literacy skills, for e.g. spread sheets and database software such as SIMS.	✓	✓	App/IV App/IV Test App/IV
<u>Skills/Attributes</u> Ability to maintain effective clerical and administrative systems.	✓		App/IV

	Essential	Desirable	How assessed
Good standard of numeracy and literacy.	✓		App/IV
Computer literate – confident and adept in use of Microsoft applications; databases, word processing and spread sheet package, Email, Internet	✓		App/IV
Good communication and interpersonal skills.		✓	App/IV
Develop and maintain good relationships with a wide range of people from parents to pupils to outside agencies.	✓		App/IV
Ability to work effectively as a member of the team.	✓		App/IV
Good organisational skills – ability to deal with changing priorities and competing demands to tight deadlines.	✓		App/IV
Well motivated – ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills.	✓		App/IV
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work.	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/IV
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

	Essential	Desirable	How assessed

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

Ref + references