

Admin Officer

Person Specification



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The Stour Academy Trust

The Stour Academy Trust are dedicated to appointing the best possible candidates.

The successful candidate for this position will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

The **Admin Officer at Lansdowne Primary School** will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders, Our **Admin Officer** will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

	Essential	Desirable	Evidenced in
Education and Professional Qualifications			
Minimum of Level 2 qualification in English and Mathematics	✓		Application Interview
Good general standards of education and IT skills	✓		Application Interview
Evidence of continuous professional development	✓		Application
Experience			
Experience in an administrative environment		✓	Application Interview References
Successful experience of providing high quality customer service	✓		Application Interview References
Experience of dealing with the public in person and on the telephone	✓		Application Interview References
Experience working in a school or academy		✓	Application Interview References
Knowledge and Skills			
Able to work as part of a team	✓		Application Interview References
Excellent, numeracy and IT skills	✓		Application Interview
Highly effective administrative and organisational skills	✓		Application Interview References
Knowledge and understanding of the confines of confidential working	✓		Application Interview
Excellent keyboard skills/word processing	✓		Application Interview
High level of interpersonal skills	✓		Application Interview
Ability to work independently as well as collaboratively	✓		Application Interview
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Proven ability to think both strategically and creatively to prioritise	✓		Application Interview References
Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide	✓		Application Interview

			References
Excellent communication skills (including written, oral and presentation skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview
Demonstrably professional, honest and loyal	✓		Application Interview
Flexible and open to continuous change	✓		Application Interview
Commitment to our pupils and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Able to build and maintain successful and purposeful relationship	✓		Application Interview