

Person Specification

Westlands Primary School

Job Title: Administrative Officer

Grade: SAT 5

Responsible to: School Office Manager

	Essential	Desirable
Qualifications	A good standard of education with English and Mathematics GCSE or equivalent level	
Experience	Experience of working in a very fast paced office where the ability to prioritise workload is key. Experience of working and supporting within a team.	Experience of working in a very busy school office.
Knowledge and Skills	Good Literacy and numeracy skills Ability to communicate effectively, in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone Cope with interruptions Remain calm under pressure and handle a wide range of situations Be adaptable and flexible, with a "can do" attitude Good interpersonal skills	Experience of using SIMS, would be a distinct advantage, with the ability to support mail merge in various context, although training will be provided

	<p>Work efficiently and accurately, with excellent attention to detail</p> <p>Willingness to learn</p> <p>Ability to develop and maintain effective computerised and manual filing systems</p> <p>Ability to work on own initiative and prioritise personal workload to meet deadlines</p> <p>Good working knowledge of Microsoft packages, Word, Excel and Power Point and use of email</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</p>	
<p>Personal Qualities</p>	<p>The ability to work effectively and supportively as a member of a team as well as under own initiative.</p> <p>The ability to maintain confidentiality and discretion in all situations.</p> <p>A tactful, polite and sensitive manner in dealings with all.</p> <p>Supportive of the need for flexibility and task sharing on occasion.</p>	