**Person Specification**

**Experience:**

* Operational experience of administrative systems and of working in a busy office/reception
* Sims and FMS experience desirable

**Skills and Abilities:**

* Literacy and numeracy skills
* Computer/keyboard literacy skills with precision and speed
* Ability to organise and prioritise own workload to achieve deadlines
* Ability to communicate effectively and in a courteous manner, in person and over the telephone
* Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information
* Ability to investigate queries and anomalies when required
* Ability to operate computerised and manual filing systems and to make improvements where necessary
* Co-ordination skills when arranging meetings and appointments
* Commitment to equalities and the promotion of diversity in all aspects of working
* To work effectively as part of a team
* Undertake a range of tasks relating to purchase orders (e.g. preparing orders, obtaining quotations, checking deliveries, processing returns and clear outstanding orders on FMS), ensuring correct financial control is applied
* Contribute to the overall ethos, aims and work of the school
* Keep abreast of the latest technology and processes and make recommendations where appropriate
* Undertake appropriate training and professional development, as required by the school and in consultation with Line Manager or Head Teacher
* Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, Confidentiality and Data Protection)
* Support and contribute to the Academy’s responsibility for safeguarding pupils
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues

**Knowledge:**

* Requires knowledge and procedures for a range of administration activities, including knowledge of IT
* Awareness of Record Retention Policy and Freedom of Information policy and protocol
* Awareness of Data Protection and confidentiality issues
* Expected to have an awareness of and working within national legislation and procedures relating to Health and Safety