



## PERSON SPECIFICATION

### Senior Administrative Officer – Deer Park

<b>Qualifications:</b>	<b>Essential/ Desirable</b>
GCSE Maths and English – Grade C or above	E
Evidence of continuing professional development	D
<b>Experience:</b>	
Experience of working within an Educational Environment	E
Experience of liaising with different stakeholders	E
Experience of carrying out a wide range of administrative functions	E
<b>Management and leadership skills:</b>	
Ability to work independently and proactively	E
Relationship building with a variety of stakeholders both internally and externally	E
<b>Professional knowledge and understanding:</b>	
The ability to use ICT effectively to support tasks and activities	E
Good knowledge and operational competence in computer packages including Microsoft Office packages (Word and Excel)	E
Good knowledge and operational competence in the functions of SIMS	E
<b>Skills, abilities and personal qualities:</b>	
High level organisational and time management skills with the ability to prioritise workload	E
High level communication and interpersonal skills	E
High level written and verbal communication skills	E
Team player with enthusiasm and perseverance	E
Evidence of high level organisational skills, encouraging positive collaborative working practices across schools within the Trust	E
Ability and skills to manage constant change	E
Curiosity and willingness to learn, improve and enhance personal development	E
Self-motivated, proactive and solution focused.	E
Ability to work under pressure	E
Secure memory skills with the ability to retain and recall information as required	E
Ability to maintain the highest level of confidentiality	E