

Wellspring Academy Trust – Beacon Academy

Administration Officer (SCP 11) Person Specification



		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	Excellent numeracy / literacy /ICT skills (IT skills including spreadsheets, databases, Information Management Systems)	E	A
	Minimum of 3 GCSE or equivalent Level 2 qualification including Maths and English.	D	A
	Basic First Aid Certificate	D	A
Experience			
	Relevant policies, codes of practice and legislation including safeguarding and attendance linked to education	D	A/I
	Employee supervision	D	A/I
	Understanding of school governance issues/financial delegations	D	A/I
	Human Resource management	D	A/I
	Experience of working in an office environment (preferably school) with a wide range of administrative functions	E	A/I
	Knowledge of or willing to learn PSF Financials system.	E	A/I
Skills and Abilities			
	Accurate keyboard skills and excellent working knowledge of Microsoft Office applications	E	A/I/T
	Able to communicate effectively and accurately, verbally, in writing, on the telephone and face to face	E	A/I/T
	Ability to lead, motivate and performance manage employees	E	A/I/T

	Ability to make sound judgements in relation to 'best value' practice	E	A/I/T
	Ability to complete work to the required standards, accuracy and presentation	E	A/I/T
	Ability to maintain confidentiality	E	A/I/T
	Ability to organise and prioritise work, use own initiative and work as part of a team	E	A/I/T
	Customer orientated	E	A/I/T
	Able to solve problems and create innovative solutions.	E	A/I/T
	Ability to work methodically, managing a heavy and challenging workload, prioritising work to meet tight deadlines.	E	A/I/T
	Deal sensitively with people and resolve conflicts	E	A/I/T
	Ability to follow instructions and comply with appropriate policies and procedures	E	A/I/T
	Ability to operate in a challenging environment	E	A/I/T
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	A/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	A/I
	Willing to undertake training and continuous professional development in connection with the post.	E	A/I
	Work in accordance with the Trust's values and behaviours.	E	A/I
	Able to undertake any travel in connection with the post.	E	A/I
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	A/I

	Satisfactory Enhanced DBS disclosure to work in an environment dealing with young people	E	A/I
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	A/I
	A commitment to safeguarding and promoting welfare for all	E	A/I