



Person Specification – Administrative Officer

Our ideal Administrative Officer is:

A hard worker, committed to supporting children in an inclusive school environment
Must be organised with impeccable multi-tasking and time management skills.
Able to keep up with and adapt quickly to competing priorities in fast paced environments
A calm individual who approaches life's challenges with persistence and composure
Keep themselves organised and other team members
Be a whizz at scheduling appointments, maintaining multiple calendars, writing memos, creating templates and making travel arrangements.
Have excellent written and verbal communication skills
Somebody who likes to take care of resources and ensure our school always looks clean, bright and well organised
Able to interact with employees across all levels of seniority
Fiercely committed to equality and the promotion of the rights and responsibilities we have as global citizens
Must be proficient with use of computer applications and software.
Have a keen eye for the tiniest of details and excellent customer service skills
A team player who will contribute to high morale amongst their colleagues

The following elements will ensure that you are able to support children effectively at St Scholastica's

	Essential	Desirable
Minimum qualification: Relevant NVQ level 3 qualification or a Degree	√	
Minimum GCSE Grade C/4 or above in English and Maths or equivalent	√	
Working knowledge of Microsoft Office Excel, Word, Power point	√	
Experience of supporting a team	√	
Evidence of recent professional development relevant to the post		✓
Have First Aid qualification		✓
Creative with school displays		√
Embrace change very well	√	
Maintaining Confidentiality	√	