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| **PERSON SPECIFICATION** | | | |  | |
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| **Job Title: Post 16 Administration Officer** | **School:** The Castle School (Post 16) | | | | | | |
| **Reports to (job title): Head of Post 16** | **Location:** Newbury, West Berkshire | | | | | | |
| \* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time) | | | | | | |  |
| **KEY CRITERIA \* E/D?** | | |  | | **CONTEXT (How the criterion will be used in the job)** | | |
| **Qualifications & Experience**   * Good skills in basic literacy and numeracy * Good knowledge of ICT and in particular use of word * Familiarity with Excel and school based ICT systems * Typing up of letters/communications, minutes, reports * Knowledge of Sims.net | | E  E  E  E  D | * Typing of correspondence * Use of Word, Excel, PowerPoint, Outlook * Creating graphs, reports, pupil data information | | | | |
| **Knowledge**   * Understanding of relevant school and local authority policies and procedures * Understanding of staff contracts, payroll, absence procedures, West Berks terms and conditions | | D  D |  | | | | |
| **Skills and Abilities**   * Good organisational ability * Able to communicate effectively with children, parents, staff and other “main contacts” specified in job description * Ability to use initiative as required * Able to multi-task and prioritise | | E  E  E  E |  | | | | |
| **Work-related Personal Qualities**   * An empathy with pupils who have special needs * Professionally discreet and able to respect confidentiality * Flexible approach to tasks * Willing to work as part of a team * Friendly and approachable personality * Patient and resilient * Ability to work well under pressure * Experience of working in a school office environment | | E  E  E  E  E  E  E  D |  | | | | |
| **Other Work-related Requirements**   * Suitability to work with Children | | E |  | | | | |