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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
 | EEEED | * Typing of correspondence
* Use of Word, Excel, PowerPoint, Outlook
* Creating graphs, reports, pupil data information
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| **Knowledge*** Understanding of relevant school and local authority policies and procedures
* Understanding of staff contracts, payroll, absence procedures, West Berks terms and conditions
 | DD |  |
| **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
 | EEEE |  |
| **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
 | EEEEEEED |  |
| **Other Work-related Requirements*** Suitability to work with Children
 | E |  |