

---

**GEORGE SPICER PRIMARY SCHOOL**

---

**PERSON SPECIFICATION**

**Administration and Data Officer**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Knowledge and Experience</b>	<p>English and Maths Qualifications to GCSE level.</p> <p>NVQ Level 3 or equivalent qualification or experience in relevant discipline.</p> <p>Experience of development, management and operation of administrative systems.</p> <p>Experience of working as part of a team and supporting others in order to achieve a shared vision/goal.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Communication</b>	<p>Possesses effective verbal and written communication skills</p> <p>Presents information and ideas clearly and uses communication appropriate to the audience.</p> <p>Able to positively influence the opinions of others through factual discussion.</p> <p>Able to adapt personal style of communication to reflect a situation and/or need.</p> <p>Utilises report writing skills to accurately reflect a situation through positive communication techniques.</p> <p>Able to disseminate information and demonstrates a consultative approach to communication.</p> <p>Able to persuade and influence others effectively.</p> <p>Able to demonstrate tact and diplomacy in communication.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

		Essential	Desirable
<b>Skills and Abilities</b>	Competent to an intermediate level in the use of Microsoft Office software to complete secretarial or administrative tasks, e.g. Word, Excel, Outlook etc.	✓	
	Competent in the maintenance of database packages and experience of reporting from database packages.	✓	
	The ability to plan and complete a piece of work in a methodical, efficient and timely manner to meet a set deadline.	✓	
	The ability to deal with a range of people, including members of the public and other professionals, in an effective and polite manner.	✓	
	The ability to use own initiative and creativity to achieve desired results.	✓	
	Possesses good organisational skills in order to maintain efficiency and the ability to prioritise own workload.	✓	
	Motivated to work towards creating a safe, open and trusting environment.	✓	
	Willingness to partake in continuous professional development.	✓	
	Demonstrates excellent administrative practices, an understanding of customer service and the principles in delivering outstanding customer service.	✓	
	Exercises flexibility so as to take on changes in work priorities and practices.	✓	
	Able to balance tasks and resources in the organisation of a wide range of activities.	✓	
	Demonstrates clear and logical thinking in working through problems.	✓	
	Able to follow organisational procedures and maintain quality of standards in own work.	✓	
	An awareness of the needs of children who have a variety of needs and who come from a variety of backgrounds.	✓	
	The ability to adapt to new office technologies.	✓	
Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.	✓		
Leads by example in standards of behaviour in the work environment.			