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**GEORGE SPICER PRIMARY SCHOOL**

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**PERSON SPECIFICATION****Administration and Data Officer**

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

		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.		