

# PERSON SPECIFICATION

<b>Job: Administration Officer</b>  <b>Grade: BCP Band F</b>			
	CATEGORY	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Strong user knowledge of Microsoft Office packages.</li> <li>Working knowledge of and confidence with different IT packages.</li> </ul>	/	
<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate excellent communication skills both verbally and in writing.</li> <li>Ability to prioritise and organise workload.</li> <li>Experience of working in a busy office environment.</li> <li>Ability to work to deadlines whilst maintaining accuracy to demonstrate high professional and personal standards.</li> <li>Ability to gather information and report accurately to enable informed decision making.</li> <li>Ability to work both on own initiative and as part of a team.</li> </ul>	/	
<b>Aptitudes and Abilities</b>	<ul style="list-style-type: none"> <li>Pro-active, creative, thorough and accurate.</li> <li>Ability to establish positive and productive working relationships with a range of stakeholders including colleagues and other professionals.</li> <li>Practice confidentiality and discretion.</li> </ul>	/	
<p>There is an expectation that all staff read, understand and comply with the policies and procedures set out within the school's intranet and any statutory requirements.</p> <p>CPD opportunities will be provided and where these are appropriate to the role and will be in line with annual appraisal targets.</p> <p>It is expected that all employees at Linwood School take responsibility for their Continuous Professional Development.</p>			