



PADGATE ACADEMY

Administrative Support Officer

(General Admin and Student Support)

Person Specification

	Essential	Desirable
Knowledge, skills and abilities		
Demonstrate effective skills in working with children.	x	
Have good communication skills to effectively transfer varied and complex information to a wide variety of audiences both verbally and in writing (for example to students, parents and staff as well as external providers).	x	
Exercises developed communication skills with others ensuring that information is conveyed confidentially and in a sensitive manner adapting to circumstances as required.	x	
Minimum educational qualifications of 5 GCSEs or equivalent	x	
Good knowledge of school administrative systems particularly <u>Arbor</u> .	x	
Good computer literacy skills including knowledge of MS office – <u>Outlook/ Word/Excel</u> .	x	
Hold a First Aid at Work Qualification or be willing to undertake one.		x
Experience		
Experience in providing clerical administration support to a wide variety of people.	x	
Experience of working in an education environment.		x
Experience of working in busy office environments.	x	
Qualities		
Demonstrate the ability to establish good working relationships <u>with staff and students</u> .	x	
Able to liaise with school employees, school leadership team and external visitors.	x	
Well-organised and able to work to deadlines.	x	
Able to prioritise and work on own initiative with little close supervision.	x	
Good administrative skills and excellent attention to detail.	x	
This post is subject to an Enhanced DBS check		