



W A T E R T O N

ACADEMY TRUST®

Person Specification Administrative Officer

| Section | Information | Essential/ Desirable | How Identified |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------|
| Education & Training | | | |
| Formal qualifications & relevant training | 5 GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualifications or willingness to work towards this | E | Application Form Interview Task Documentary Evidence References |
| | NVQ 2 or equivalent qualification e.g. I.L.M. Certificate in Team Leading, OR Support Work In Schools (SWiS) Level 2 OR | E | |
| | Experience in relevant discipline | E | |
| Experience | | | |
| Ability to undertake duties of the post | General clerical/ administrative/ financial work | E | |
| Knowledge | | | |
| Includes abilities | Appropriate knowledge of First Aid | D | Application Form Interview Interview Task |
| | Effective use of ICT packages | E | |
| | Use of relevant equipment/ resources | E | |
| | Good keyboard skills | E | |
| | Knowledge of relevant polices/codes of practice & awareness of relevant legislation | D | |
| Personal Qualities | | | |
| Includes any specific physical requirements of the post (subject to the provisions of the DDA Act) | Ability to relate well to children and adults | E | Application Form Interview |
| | Work constructively as part of a team, understanding school roles & responsibilities and your own position within these | E | |
| | Ability to identify own training & development needs & cooperate with means to address these seek learning opportunities | E | |
| Suitability to work with children and young people | | | |
| | Satisfactory DBS disclosure and standard Trust pre-employment checks | E | DBS Disclosure |



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|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---|-------------------------------|
| Issues relating to safeguarding and promoting the welfare of children and young people | Ability to work in a way that promotes the safety and well-being of children and young people | E | Interview References |
| Additional Requirements | | | |
| | General clerical skills involving use of keyboard and mouse | E | Application Form Interview |
| | Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust | E | |
| | Committed to professional development in connection with the post | E | |
| | Work in accordance with the Trust's core values and behaviours | E | |
| | Travel in connection with the post | E | |
| | A commitment to equality/diversity in the workplace and the wider educational community | E | |
| | A commitment to safeguarding and promoting welfare for all | E | |