

Job Title: Senior Administration Officer	Essential	Desirable
1. Experience <ul style="list-style-type: none"> · Experience of working in a busy school office environment. · Sound working knowledge of the use of Word, Excel. · Proficient use of E-mails etc. · Knowledge and experience of GDPR practices and procedures · Experience in the use of school Management Information Systems (Integris) · Experience of working on own initiative and within a team. · Supervisory and management experience · Safer Recruitment and SCR · Experience in the use of Groupcall 	X X X X X X X	 X X
2. Education, Training & Qualifications <ul style="list-style-type: none"> · NVQ 3 or equivalent qualification or experience in relevant discipline · Excellent numeracy and literacy skills. · Experience of development, management and operation of school administrative systems 	X X X	
3. Knowledge and Skills <ul style="list-style-type: none"> · Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these · High standard of verbal and written communication skills when dealing with pupils, parents, visitors and colleagues. · Excellent ICT skills including experience with Integris G2 & Microsoft Office · Knowledge of relevant policies/codes of practice and awareness of relevant legislation e.g. Safeguarding and Data Protection · Willingness to undertake First Aid Training · Experience of managing the schools admission process from nursery through to Year 6 transfers. 	X X X X X	 X
4. Safeguarding, Equalities & Diversity <ul style="list-style-type: none"> · A commitment to the safeguarding and welfare of children. · Commitment to Equal Opportunities and Diversity. · Commitment to continuing professional development. 	X X X	

The hours of employment for this position will be 36 hours per week. 5 days per week term time, 5 INSET days and an additional 2 weeks to be worked during school holidays (to be agreed with the School Business Manager).