

## Person Specification

<b>Job Title</b>	Senior Administrative Officer (including data and cover)		
<b>School</b>	<b>Seven Kings School (Primary)</b>	<b>Salary</b>	<b>LBR5 or LBR 6</b>
<b>Selection Criteria</b>			
<b>Education and Qualifications:</b> <ul style="list-style-type: none"> <li>Evidence of significant training and experience and continuous professional development relevant to the post (Essential)</li> </ul>			
<b>Experience and Training:</b> <ul style="list-style-type: none"> <li>A proven record of success in administration (Essential)</li> <li>Experience of working with a range of partners including parents and agencies to deliver agreed outcomes (Essential)</li> <li>A proven record of success in the field of data, exams or cover. (Desirable)</li> <li>Commitment to continual further professional development (Essential)</li> <li>Commitment to the well-being and safeguarding of children by adhering to school policy and procedure (Essential)</li> <li>Successful experience of working collaboratively and planning within a team (Essential)</li> </ul>			
<b>Knowledge, understanding and skills:</b> <ul style="list-style-type: none"> <li>Knowledge and understanding of a range of IT systems and how they can be used effectively to support learning and school improvement (Essential)</li> <li>An ability to use a range of ICT packages to produce documents, spread sheets and analysis of data reports (Essential)</li> <li>Excellent verbal and written communication skills; excellent organisation skills; excellent time management skills (Essential)</li> <li>The ability to work independently and as part of a team, with parents, professional bodies and young people in a confidential setting (Essential)</li> </ul>			
<b>Personal qualities (Essential):</b> <ul style="list-style-type: none"> <li>Strong personal values and motivation to lead in line with the ethos Seven Kings School</li> <li>Strong and personal values around the inclusion agenda and equal opportunities</li> <li>Organised</li> <li>Ability to keep calm under pressure</li> <li>Ability to work well in a team, and independently</li> <li>Unconditional positive regard for young people</li> <li>Excellent inter-personal skills in dealing with highly confidential information; evidence of effective relationships with students, parents and colleagues</li> <li>An enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and Governors</li> <li>A high level of commitment to the school and its continuing development</li> <li>Flexibility and the ability to balance priorities and absorb pressure on a daily basis</li> <li>An understanding of the need for confidentiality and discretion when dealing with sensitive matters</li> </ul>			
<b>General (Essential):</b> <ul style="list-style-type: none"> <li>Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection</li> <li>To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care</li> <li>Comply and assist with the development of procedures relating to child protection, health, safety and security, confidentiality and data protection</li> <li>Be responsible for own health and safety as well as that of colleagues, students and the public</li> </ul>			