

Newton Primary School

JOB DESCRIPTION: ADMINISTRATION OFFICER

Job Title: Administration Officer (AAAD5052)

Grade: Grade 5

Key: E – Essential D – Desirable

Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in Mathematics and English • Grades A-C GCSE or equivalent in Mathematics and English 	<p>E</p> <p>D</p>
Knowledge / Experience	<p>The Administration Officer should be able to:</p> <ul style="list-style-type: none"> • work in a busy office environment, with the ability to work accurately under pressure • demonstrate working in a similar post or using transferable skills • complete administrative procedures • Use information systems, database and spreadsheet Applications confidently • access and return statistical information required by ESFA, the DfE or similar bodies • Understand and apply relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection) 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills / Abilities Interpersonal	<p>The Administration Officer should be able to:</p> <ul style="list-style-type: none"> • analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies • demonstrate teamwork skills and be able to motivate self • negotiate and consult effectively • direct, prioritise, plan and co-ordinate to meet deadlines • build, support and work as part of a high performing team • be approachable and flexible • develop good relations with staff and others • committed to achieve school goals • seek advice and support when necessary • deal sensitively with people, find solutions and resolve conflicts • use appropriate collaborative styles in different situations and appreciate their impact 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills / Abilities Other	<p>The Administration Officer should also:</p> <ul style="list-style-type: none"> • be confident with decision-making • have proficient ICT skills, in particular with Microsoft Office software • be able to develop innovative practice • have strong organisation and planning skills • be able to manage a range of priorities 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Attributes	<ul style="list-style-type: none"> • Flexibility and a willingness to adapt to changing circumstances • Resilience, enthusiasm, positivity, energy and vigour • Honesty, reliability, integrity and commitment • A commitment to their own professional development and a willingness to undertake further training 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Equal Opportunities	<ul style="list-style-type: none"> • An awareness, understanding and commitment to equality, diversity and inclusive practice • Awareness and knowledge of disability discrimination policy • A willingness to share expertise with colleagues and positively assist their Development 	<p>E</p> <p>E</p> <p>E</p>

Work Related Circumstances	• Be willing to undertake further training and development, as necessary in order to enhance service delivery	E
	• Willingness to share information and expertise with other staff	E
	• Willingness to be involved in PTA activities, or a wider community activity	D

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview.