

BRACKNELL FOREST BOROUGH COUNCIL

PERSON SPECIFICATION

JOB TITLE: ADMINISTRATIVE OFFICER	SECTION:
DEPARTMENT: EDUCATION	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Business, secretarial, word processing qualification. NVQ 2 or equivalent.</p> <p>Good keyboard skills.</p> <p>Good literacy and numeracy.</p> <p>Computer literacy (Competent MS Office user, including word-processing, spreadsheets and e-mail)</p>	<p>Typing at 45wpm.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good experience of office and administrative/financial practice.</p> <p>Good understanding of and ability to use relevant technology, equipment and ICT packages, e.g. computer, fax, photocopier etc.</p> <p>Able to prepare text and enter data to a high level.</p> <p>Good customer care skills, able to respond effectively to more complex telephone or personal enquiries.</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Able to provide secretarial/PA service to headteacher or other senior staff.</p> <p>Able to advise and supervise other staff</p> <p>Able to produce correspondence.</p> <p>Able to undertake financial and administrative procedures,</p>	<p>Experience of working within a learning environment.</p>

	<p>including those that are ICT based.</p> <p>Able to work constructively as part of a team and work on own initiative.</p> <p>Able to plan and prioritise and work to competing deadlines.</p>	
Work-related Personal Requirements	<p>Able to relate to and communicate well with both pupils and adults.</p> <p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	
Other Work Requirements	<p>Able to identify training needs and participate in training and development activities to address these and share knowledge with others and support and encourage their development.</p>	