

# Hazelwood Schools

## Admin Officer with Additional Welfare Responsibility

### Person Specification



E = Essential

D = Desirable

<b>Qualifications/Training</b>	
Educated at GCSE Standard including Maths and English	E
Evidence of continuing professional development	D
First aid training	E
Paediatric first aid training <i>(training will be provided to obtain the qualification for the successfully candidate if they do not have it)</i>	D
<b>Knowledge, Experience, Skills, Abilities and Personal Qualities</b>	
Strong organisational skills with an ability to use your own initiative	E
Experience of working with children under the age of 11	E
Experience of written record keeping	E
Experience of communicating with a wide range of people from different backgrounds	E
Attention to detail and accuracy	E
Ability to deal with visitors, parents, colleagues and pupils in a sensitive manner.	E
Excellent communication skills, verbal and written	E
Openness to change and innovation	E
Excellent knowledge of ICT packages	E
The ability to form good working relationships with staff, pupils and parents and be able to work in a team	E
Willingness to undertake further professional development relevant to the role	E
The ability to become familiar with and apply whole school policies, procedures and standards and be willing to implement them in a consistent manner	E
Evidence of a commitment to equal opportunities and child protection policies and an understanding of their effective operation within schools	E
Ability to build good relationships with external agencies	E
To be prepared to attend in-service and external training courses and to develop and update knowledge and skills as required	E
Good sense of humour	E
A passion for the job and enthusiasm to fully participate in whole school life	E