



Person Specification

Job Title: Senior Administrator – Outwood Institute of Education

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Experience of working within an administration environment	✓	
Experience of working in a school administration environment		✓
Planning and preparation of events		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Ability to organise own workload and determine priorities within the working day	✓	
Efficient and effective organisational skills	✓	
Understanding of Academy child safeguarding procedures	✓	
Excellent knowledge of standard Microsoft Office (word processing, email and spreadsheets)	✓	
Working knowledge of using social media for advertising purposes		✓
Produce and record accurate information	✓	
Other		
Ability to work flexible hours to provide support for events at the Institute	✓	