



Horizons Therapeutic Education Trust

PERSON SPECIFICATION

Job Title: Administration Officer

Responsible to: Office Manager

Qualifications

| Essential | Desirable |
|--|--|
| GCSE Grade C/4 or above (or equivalent) in English and Mathematics | Relevant administrative qualification (e.g. Business Administration NVQ Level 2/3) |
| Competent IT skills including Microsoft Office applications | |
| Driving Licence and access to own vehicle | |

Experience

| Essential | Desirable |
|--|--|
| Experience of working in an administrative or office environment | Experience of working within an educational setting |
| Experience of providing excellent customer service and dealing with enquiries from a range of stakeholders | Experience using Management Information Systems (MIS) such as SIMS, Arbor or Bromcom |
| Experience of maintaining accurate records and databases | Experience supporting HR administration processes, including DBS checks |
| Experience of handling confidential information appropriately | Experience of financial administration, petty cash management or budget monitoring |
| Experience of organising meetings and taking notes/minutes | Experience completing statutory returns such as School Census or workforce returns |



Knowledge

| Essential | Desirable |
|--|---|
| Understanding of effective office administration procedures | Knowledge of school administrative systems and processes |
| Understanding of confidentiality, GDPR and data protection principles | Understanding of safeguarding procedures within education |
| Knowledge of Microsoft Office applications including Word, Excel and Outlook | Knowledge of attendance monitoring systems |

Skills and Abilities

| Essential | Desirable |
|---|--|
| Excellent written and verbal communication skills | Ability to produce reports and analyse data from databases |
| Strong organisational and time management skills | Experience organising educational visits and events |
| Ability to prioritise workload and meet deadlines | |
| Ability to work independently and as part of a team | |
| High level of accuracy and attention to detail | |
| Ability to manage multiple tasks simultaneously | |
| Professional and courteous approach when dealing with visitors, parents, pupils and staff | |
| Ability to maintain accurate records and databases | |
| Competent keyboard and word-processing skills | |



Horizons Therapeutic Education Trust

Personal Attributes

| Essential | Desirable |
|---|-----------|
| Professional, reliable and trustworthy | |
| Calm and effective under pressure | |
| Positive and proactive attitude | |
| Commitment to providing excellent customer service | |
| Commitment to safeguarding and promoting the welfare of children and young people | |
| Discreet and able to handle sensitive information confidentially | |
| Flexible approach to working across multiple sites if required | |

Safeguarding

The successful candidate will be required to demonstrate a commitment to safeguarding and promoting the welfare of children and young people. Appointment will be subject to satisfactory references, an enhanced DBS check and other relevant pre-employment checks.