

# Chepping View Primary Academy SCITT

Cressex Road, High Wycombe, Bucks HP12 4PR

Executive Principal and Accounting Officer: Mr J Mason

SCITT Leader and Programme Manager: Mrs H Rouse



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*"Everybody Matters at Chepping View"*

## SCITT Operations Administrator Personal Specification

<u>Essential Criteria</u>	<u>Desirable Criteria</u>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant training will be provided</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>GCSE grade C or above (or equivalent) in English and Maths</li> </ul>
<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>Ability to manage own time effectively</li> <li>Ability to work professionally with other stakeholders and external agencies</li> <li>Good communication skills, both written and verbal</li> <li>Able to handle difficult situations calmly and professionally</li> <li>Excellent record keeping</li> <li>IT literate – Email, Word, Excel and Management Information Systems.</li> <li>Social media literate – Instagram, LinkedIn, Twitter, Facebook &amp; website</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR administration</li> </ul>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <ul style="list-style-type: none"> <li>Experience of working in recruitment and/or administration</li> <li>High standard of administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school environment</li> </ul>
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>Ambition to further develop professional development and skills</li> <li>Friendly, open, polite and approachable</li> <li>Energetic and enthusiastic attitude to work</li> <li>Ability to remain calm and be effective under pressure of deadlines and varying priorities</li> <li>Attention to detail and willingness to follow complex/routine tasks through to completion</li> <li>Willing to use initiative and work unsupervised when necessary</li> <li>Able and keen to learn new tasks and skills quickly</li> <li>An understanding of the importance of confidentiality</li> </ul>	



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