

Lancashire County Council

Person Specification Form

Post title: Administrative Officer		Grade: Grade 5
Directorate:		Post number:
Establishment or team: St Augustines RC High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Level 3 Qualification [A Levels or equivalent]	E	AF
GCSE grade C[4] or above in Maths and English	D	AF
Excellent working knowledge of Microsoft Office Software	E	AF/T
Experience		
Experience of Administrative Work	E	AF/I
Working knowledge of Microsoft Office Applications [Word, Excel, Powerpoint, Publisher]	E	AF/I/T
Knowledge, skills and abilities		
Ability to work as part of a Team	E	AF/I
Good Communication Skills	E	AF/I
Time Management Skills	E	AF/I
Organisational Skills	E	AF/I
Knowledge of the concept of confidentiality	E	AF/I
First Aid Certificate	D	AF
Administrative Skills	E	AF/I/T
Good numeracy and literacy skills	E	AF
Ability to make effective use of ICT	E	AF/T
Flexible attitude to work	E	AF/I
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
Prepared by: Angela Wilkinson		Date: 03/12/18
Note: We will always consider your references before confirming a job offer in writing.		