



## Person Specification: Pensions Administrator

<b>1. Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to NVQ Level 2 or equivalent. GCSE Maths and English A-C	✓	
Good reading and writing skills	✓	
Ability to count and undertake complex calculations	✓	
Ability to use Microsoft Office including Word, Excel and Outlook or equivalent	✓	
Ability to use word processor and basic databases	✓	
Ability to use photocopier	✓	
<b>2. Communication</b>	<b>Essential</b>	<b>Desirable</b>
Ability to complete forms, write routine and detailed letters and emails	✓	
Ability to exchange verbal information clearly and sensitively	✓	
Ability to use initiative to deal with telephone calls and staff queries	✓	
Seek support to overcome communication barriers	✓	
Ability to consult with colleagues	✓	
<b>3. Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the role of others working within the Trust	✓	
Ability to establish rapport and respectful and trusting relationships with others working in and with the school	✓	
Ability to work effectively as part of a team	✓	
Ability to work independently	✓	
Ability to demonstrate high levels of initiative	✓	
<b>4. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>



Good organisational skills	✓	
Ability to work accurately with attention to detail	✓	
Ability to manage own time effectively	✓	
Ability to be proactive and prioritise work	✓	
Ability to follow instructions	✓	
Ability to provide timely and accurate information	✓	
Ability to remain calm under pressure	✓	
Ability to effectively evaluate own performance	✓	
Ability to motivate a team	✓	
<b>5. General</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a commitment to equality	✓	
Knowledge of education sector		✓
Knowledge of general school policies and procedures		✓
Working knowledge and good understanding of Health & Safety.		✓
Understand and implement child protection and safeguarding procedures	✓	
Understand and comply with procedures and legislation relating to confidentiality and Data Protection	✓	
Understand and implement the behaviour policy		✓
Ability to represent the school in a professional and positive manner at all times	✓	
Be prepared to develop and learn in the role	✓	