



# St Mary's C of E Primary & Nursery School

*Live Life, Love Learning, Guided by God*

## Person Specification: School Administrative & Admissions Officer

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Attainment of 5 GCSE's or equivalent including Maths and English</li> <li>• Willingness to undertake further training</li> </ul>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Attainment of A levels or equivalent</li> <li>• First Aid Certificate</li> </ul>
<p>Experience &amp; Knowledge</p> <ul style="list-style-type: none"> <li>• Good working knowledge and experience of Microsoft Word and Excel</li> <li>• Practical experience of working in an office environment</li> <li>• Successful team working</li> <li>• Understanding the importance of confidentiality and an appreciation of the implications of GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience of using SIMS</li> <li>• Use of Power Point, Publisher and other ICT applications relevant to the post</li> <li>• Administration of a website</li> <li>• Experience of dealing with queries from parents, children and the public</li> </ul>
<p>Skills</p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, able to deal with people sensitively, emphatically and, when necessary assertively</li> <li>• Excellent organisation and time management skills</li> <li>• IT literate</li> <li>• Literate with excellent standard of grammar, punctuation and spelling</li> <li>• Excellent telephone manner</li> <li>• Ability to think outside the box</li> <li>• Ability to work unsupervised and use initiative</li> </ul>	
<p>Professional and Person Qualities</p> <ul style="list-style-type: none"> <li>• Willingness to contribute to the Ethos of a Church of England School</li> <li>• High expectations and professionalism</li> <li>• Self-motivated</li> <li>• Attention to details</li> <li>• Confident, positive, enthusiastic, proactive and supportive attitude</li> <li>• Reliable</li> <li>• Flexible</li> <li>• Ability to work under pressure</li> <li>• Ability to prioritise work and meet deadlines</li> <li>• Ability to work on your own and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate and get involved in wider aspects of school life</li> </ul>