

# Personal Specification

## School Office Administrator

Selection by application form, interview and assessment tasks

| <b>Experience</b>   |           |           |
|---|-----------|-----------|
| Demonstrate general clerical/administrative/financial experience  | Essential |           |
| Experience of development, management and operation of administrative systems   |           | Desirable |
| Ability to demonstrate use of MIS - Integris  |           | Desirable |
| School office experience  |           | Desirable |
| Experience of coordinating and organising projects and events   |           | Desirable |
| <b>Qualifications/<br/>Training</b>   |           |           |
| NVQ 2 or equivalent qualification or experience in relevant discipline  |           | Desirable |
| Effective numeracy & literacy skills  | Essential |           |
| <b>Knowledge/Skills</b>   |           |           |
| Effective and proven use of ICT and other specialist equipment/resources  | Essential |           |
| Proven effective use of Word, Excel and Calendar management   | Essential |           |
| Full working knowledge of relevant policies in GDPR and relevant legislation in the UK  |           | Desirable |
| Knowledge and understanding of Keeping Children Safe in Education and school safeguarding policies and practises.                           |           | Desirable |
| Ability to relate well to children and adults   | Essential |           |
| Work constructively as part of a team and independently. Understanding school roles and responsibilities and your own position within these | Essential |           |
| Ability to self-evaluate learning needs and actively seek learning opportunities  |           | Desirable |
| Exceptional organisation skills   | Essential |           |
| Ability to be resilient under pressure and bring a constructive mindset to every challenge  | Essential |           |