**Moon’s Moat First School Office Administrator Person Specification**

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| **Elements** | **Essential or Desirable** | **Measured by Application (A) or interview (I)** |
| **Qualifications and training** | | |
| A minimum of 5 GCSE grades A-C, including English Language and Mathematics | E | A |
| Recognised secretarial qualification | D | A |
| **Experience** | | |
| Previous administrative experience | E | A / I |
| Experience of managing multiple priorities | E | A / I |
| **Professional skills and knowledge** | | |
| Knowledge of school management information systems | D | A / I |
| Knowledge of Microsoft Office– e.g. Word, Excel, Outlook, Office 365 | E | A / I |
| A strong understanding of securing ‘best value’ for money strategies | D | A / I |
| Understands the confidential nature of the post | E | A / I |
| Knowledge of good practice, policies and procedures in school, including Child Protection and Data Protection | D | A / I |
| **Personal skills and qualities** | | |
| Ability to work under pressure and prioritise workloads to meet deadlines | E | A / I |
| Ability to work in an organised, methodical manner including the ability to work flexibly | E | A / I |
| Ability to maintain efficient record keeping systems | E | A / I |
| Ability to prepare and present reports and keep accurate records | D | A / I |
| Ability to communicate to an excellent standard both in writing and spoken English | E | A / I |
| Ability to follow set procedures in order to establish and maintain pupil records and to deal with confidential issues appropriately | E | A / I |
| Ability to act on own initiative / negotiate / consult | E | A / I |
| Ability to work effectively as an individual and as a team member | E | A / I |
| Ability to demonstrate a high level of computer literacy | E | A / I |
| Strong interpersonal skills – colleagues, parents, children and service providers | E | A / I |
| Demonstrate resilience, enthusiasm and diplomacy when working under pressure | E | A / I |
| Have an excellent rapport with children and a sense of humour | E | A / I |
| Willingness to undertake training specific to the role | E | A / I |
| **Other** | | |
| No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for the role | E | A / I |
| No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role | E | A / I |
| Able to recognise discrimination in its many forms and be willing to put the school’s Equal Opportunities policy into action. | E | A / I |
| Be sensitive to the needs and requirements of all stakeholders. | E | A / I |
| The applicant will demonstrate commitment to the school and its stakeholders | E | A / I |

**Moon’s Moat First School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.**