**PERSON SPECIFICATION – OFFICE ADMINISTRATOR**

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|  | Essential | Desirable |
| Qualifications and Experience | Experience of working within a purchasing and administrative roleA good understanding of ICT  | Previous or existing role within an educational environment.  |
| Knowledge and Understanding | Knowledge and understanding of:General office duties inc. experience in dealing with incoming calls and reception duties.Purchasing – Processing purchase invoicesInvoicing – Processing supplier invoices Ensuring a high level of accuracy of input and codingExperience of stock control and orderingA good degree of numeracy accuracy | Strong Purchase Ledger skillsKnowledge of managing supplier delivery and invoice queriesCash handling and preparation of cash ready for bankingAdditional school finance support – including handing and reconciliation of cash transactions (trips, fund raising etc.)Organising trips and events in and out of school.Experience of organising out of school clubs – timetables, staffing and suppliers. |
| Skills | Good communication skillsAbility to work on your own initiative and able to manage workload independentlyStrong interpersonal skills, particularly developing relationships with parents, colleagues and suppliers.Ability to resolve and reconcile issues with limited supervision by identifying source of errors, making retrospective corrections Excellent telephone manner  |  |
| Characteristics | Positivity, flexibility, calmness, confidentiality, empathy, enthusiasm and initiativeStrong commitment to ensuring the safety of children within our school |  |