**PERSON SPECIFICATION – OFFICE ADMINISTRATOR**

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|  | Essential | Desirable |
| Qualifications and Experience | Experience of working within a purchasing and administrative role  A 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 invoices  Invoicing – Processing supplier invoices  Ensuring a high level of accuracy of input and coding  Experience of stock control and ordering  A good degree of numeracy accuracy | Strong Purchase Ledger skills  Knowledge of managing supplier delivery and invoice queries  Cash handling and preparation of cash ready for banking  Additional 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 skills  Ability to work on your own initiative and able to manage workload independently  Strong 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 initiative  Strong commitment to ensuring the safety of children within our school |  |