

Person Specification

Office Administrator

Criteria	Essential	Desirable
Qualifications		
Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	x	
Experience		
Experience of working within school setting		x
Experience in public or private sector administration	x	
Experience of operating administrative systems, including Microsoft office	x	
Knowledge and Skills		
Knowledge of admin and office systems	X	
Knowledge of school procedures	x	
Good ICT skills and the ability to use the keyboard with speed and precision	x	
Problem solving skills	x	
Analytical skills	x	
Good written and verbal communication skills	x	
Personal Qualities		

Attention to detail, neatness and accuracy	x	
Organisational skills	x	
Ability to work successfully in a team	x	
Ability to work to deadlines and prioritise own workload	x	
Able to work under pressure	x	
Approachable, friendly and welcoming	x	
Other Requirements		
To be committed to the school's policy and ethos	X	
To be committed to continual professional development	X	
Motivation to work with children and young people	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Enhanced DBS clearance required	x	