

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 | |

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| 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 | | |