



Wood Street Infant School  
Office Administrator

## Person Specification

Category	Essential	Desirable	Method of assessment
<b>Application</b>	<ul style="list-style-type: none"> <li>Fully supported in reference;</li> <li>Letter indicating understanding of the post</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A minimum of two Grade C or above GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Five GCSE at Grade C and above;</li> <li>Evidence of higher education beyond GCSE</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a general office;</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of working in a school office;</li> <li>Experience of secretarial work</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Competent user of ICT;</li> <li>Good organisational skills;</li> <li>Ability to use own initiative and work to deadlines;</li> <li>Ability to communicate effectively with adults and children;</li> <li>Ability to work as part of a team;</li> <li>Flexible;</li> <li>Able to prioritise;</li> <li>A proactive and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Adaptability to different situations;</li> <li>Experience of updating websites</li> <li>First aid trained</li> <li>Understanding of Children's Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Special Knowledge</b>		<ul style="list-style-type: none"> <li>An involvement in community life</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>