



OFFICE ADMINISTRATOR PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> GCSE or equivalent in Maths and English. 	<ul style="list-style-type: none"> <input type="checkbox"/> Typing or Word Processing qualifications e.g. RSA II. 	<ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> Documentary Evidence
EXPERIENCE	<ul style="list-style-type: none"> <input type="checkbox"/> Previous experience in an office/administrative role 	<ul style="list-style-type: none"> <input type="checkbox"/> Previous experience in an education environment; <input type="checkbox"/> Experience of liaison with outside agencies. 	<ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> References <input type="checkbox"/> Interview
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Microsoft Office and Google Applications including Word and Excel; <input type="checkbox"/> Database knowledge; <input type="checkbox"/> Knowledge of preparing reports and general correspondence. 	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of school administrative systems; <input type="checkbox"/> Knowledge of the education service. <input type="checkbox"/> Knowledge of Google applications 	<ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> References <input type="checkbox"/> Interview
SKILLS AND APTITUDES	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to communicate effectively in a verbal and written form to a range of audiences; <input type="checkbox"/> Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors; <input type="checkbox"/> Proven organisational skills with a high level of accuracy; <input type="checkbox"/> Ability to manage a variety of competing priorities and meet deadlines; <input type="checkbox"/> Ability to formulate ideas and solutions and present them effectively. 		<ul style="list-style-type: none"> <input type="checkbox"/> References <input type="checkbox"/> Interview
DISPOSITION	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate a courteous and friendly approach; <input type="checkbox"/> Ability to be flexible and to adapt to changing circumstance; <input type="checkbox"/> Ability to act with confidentiality, tact and discretion; <input type="checkbox"/> Operate calmly and effectively; <input type="checkbox"/> Show initiative and be self-motivating. 		<ul style="list-style-type: none"> <input type="checkbox"/> References <input type="checkbox"/> Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Wholly supportive of the ethos of WGPA; <input type="checkbox"/> Commitment to personal professional development; <input type="checkbox"/> Commitment to the equality of opportunity; <input type="checkbox"/> Strict adherence to the security requirements re: Child Protection and General Data protection regulations. 	<ul style="list-style-type: none"> <input type="checkbox"/> Bringing personal interest and enthusiasm to the school community. 	<ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> References <input type="checkbox"/> Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> <input type="checkbox"/> An Enhanced Disclosure and Barring clearance is essential; <input type="checkbox"/> Good attendance record. 		<ul style="list-style-type: none"> <input type="checkbox"/> Documentary Evidence