



## Person Specification for Office Administrator

1. Qualifications and Experience	Essential	Desirable
Experience of administrative work in a busy office environment. (A&I)	✓	
Educated to GCSE Grade A-C (4 or above), NVQ Level 2 or equivalent. (A)	✓	
First Aid Qualification. (A)		✓
Knowledge of general school policies and procedures. (A&I)		✓
Strong organisational and multitasking abilities. (A&I)	✓	
Knowledge of H&S policy and procedures. (A&I)		✓
Good reading and writing skills. (A)	✓	
Ability to count and undertake calculations. (A&I)	✓	
Ability to use a photocopier. (A&I)	✓	
Ability to use relevant software applications for finance and office management (e.g. ParentMail, Excel, Provider Portal) (A&I)	✓	
2. Communication	Essential	Desirable
Excellent communication skills, both written and verbal. (A&I)	✓	
Ability to complete forms, write routine and detailed letters and reports. (A&I)	✓	
Ability to exchange verbal information clearly and sensitively with children and adults. (A&I)	✓	
Seek support to overcome communication barriers with children and adults. (A&I)	✓	
Ability to consult with colleagues. (A&I)	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy. (A&I)		✓
Understand and support the differences in children and adults and respond appropriately in relation to the role. (I)	✓	



Basic understanding of the learning experience provided by the school. (A&I)		✓
Basic understanding of the way in which children develop. (A&I)	✓	
Understand the importance of physical and emotional wellbeing. (A&I)	✓	
Ability to exchange verbal information clearly and sensitively with children and adults. (A&I)	✓	
Ability to support children who may be unwell. (A&I)	✓	
<b>4. Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the role of others working in and with the school. (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and cares and other adults. (A&I)	✓	
Ability to work effectively with other adults in the school, parents/carers and professionals. (A&I)	✓	
Ability to provide timely and accurate information. (A&I)	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills. (A&I)	✓	
Ability to remain calm under pressure. (A&I)	✓	
Ability to work accurately with attention to detail. (A&I)	✓	
Ability to manage own time effectively. (A&I)	✓	
Ability to follow instructions accurately. (A&I)	✓	
Ability to adapt quickly and effectively to changing circumstances and situations. (A&I)	✓	
Ability to work independently and as part of a team demonstrating high levels of initiative. (A&I)	✓	
Ability to represent the school in a professional and positive manner at all times. (A&I)	✓	



6. General	Essential	Desirable
Demonstrate a commitment to equality. (I)	✓	
Basic understanding of Health & Safety. (I)	✓	
Good understanding and effective implementation of child protection and safeguarding procedures. (I)	✓	
Understand the procedures and legislation relating to confidentiality. (I)	✓	
Demonstrate a clear commitment to develop and learn in the role. (I)	✓	