

Person Specification – Operations Administrator

	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A*- C or equivalent) in English and Maths	E	Application and Certificates
Proficient in use of Word and Excel and other office programs with good typing and data entry skills	E	Application and practical activity
Good keyboard skills	E	Application and interview
Confident and courteous telephone manner	E	Application and interview
Efficient, organised, accurate and precise	E	Application and interview
Ability to keep calm and focused in pressurised situations	E	Application and interview
Diplomatic, discerning and able to deal with confidential information	E	Interview and practical activity
Good relationship with children and adults	E	Application and interview
Enthusiastic	E	Application and interview
Uses own initiative	E	Application and interview
Independent thinker	E	Application and interview
Problem-solver with a “can do” approach	E	Application and interview
Strong ‘customer service’ ethic	E	Application and interview
Team player	E	Application and interview
Flexible	E	Application and interview
Management skills	E	Application and interview
Previous education experience	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school’s ethos and core values	E	Application and interview