



CASTLE BROMWICH JUNIOR SCHOOL

PERSON SPECIFICATION – Office Administrator

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SECTION:	SALARY GRADE:	RESPONSIBLE TO:	FULL TIME SALARY RANGE
Non Teaching Support Staff	Band B 35 hours per week	Business Manager	£25614-£26427 (Part time pro rata) £ 20770-£ 21909

	ESSENTIAL	DESIRABLE	MEASURED BY
Education and Qualifications	Hold GCSE Maths and English at Grade 4 or above (or equivalent) First Aid Qualification or willingness to undertake training.	Relevant administrative qualification	Application Interview
Skills and Abilities	Able to work constructively as part of a team Excellent communication skills with a variety of stakeholders Able to work using initiative Excellent organisational and time management skills Strong IT skills including proficiency with office software and MIS systems Ability to maintain confidentiality and handle sensitive information	Knowledge of school administrative processes and statutory requirements	Application Interview
Experience	Experience of working in an office environment, ideally within a school or education setting. Experience in using and managing a school MIS system (preferably SIMS)	Experience managing or coordinating school trips or events	Application Interview
Personal Qualities	Professional and approachable manner Ability to work independently and as part of a team Flexible, adaptable and proactive Commitment to upholding the ethos and values of the school High level of integrity, honesty and reliability		Application interview