

**Burwell Village College (Primary)**

**Person Specification**

**Job Title: Office Co-ordinator**

**A**

<b>The person appointed must be able to demonstrate leave to remain in the UK if applicable.</b>	<b>Essential on Application</b>
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**B – Training and Qualifications**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
5 good GCSEs including English and Maths	★	★	A + I
Recent participation in a range of relevant in-service training	★	★	A + I
Knowledge of School Bases Management Information Systems	★	★	A + I

**C – Professional Knowledge, Skills and Understanding**

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase:

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Safeguarding and Child protection procedures to include understanding procedures and legislation relating to confidentiality	★	★	I
Setting high expectations for all work produced by Admin team	★	★	I
Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities.	★	★	A + I
To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace	★	★	A + I
The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade	★	★	A + I

**D – General Skills**

Applicants should be able to demonstrate from their experience the ability to:

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Effectively use email, word and other IT software appropriate to the role	★	★	I
Ability to complete detailed reports, forms and letters to a high standard	★	★	A + I
Ability to work accurately with attention to detail and follow instructions effectively	★	★	I
Manage own time and workload effectively	★	★	A + I
Work on own initiative	★	★	A + I
Remain calm under pressure and ability to adapt to a changing workload	★	★	A + I
Seek advice and support when necessary	★	★	I
Build strong, positive relationships with staff, parents and pupils	★	★	A + I
Communicate effectively and sensitively with all staff, pupils and parents	★	★	I
Understand the role of others working in and with the school	★	★	I
Take a leading role in initiatives and developments in current setting		★	A + I
Work in effective partnership with all stakeholders	★	★	A + I
Share a commitment to school development plan and visions of the school	★	★	A + I
Identify own areas for development and drive their own continued professional develop	★	★	A + I

**E – Other Requirements**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Application forms should be completed in full	★	★	A
Letters should be clear and concise and address the needs of the school	★	★	A
Candidates should address the criteria identified in the person specification and job description	★	★	A

**This post is subject to a satisfactory enhanced DBS disclosure and medical clearances.**

**A - evidence from the application form.**

**I - evidence from interview**