



Person Specification - Office Administrator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • GCSEs in English and Maths. • Training in child protection and safeguarding or willingness to undertake such training. 	<ul style="list-style-type: none"> • Higher level qualifications
Experience / Skills	<ul style="list-style-type: none"> • Computer literate with a good working knowledge of Microsoft Office • Experience of using SIMs • Good literacy skills • Experience of working as part of a team in a busy office environment • Well-developed time management skills and ability to prioritise admin tasks. • Good attention to detail and accuracy, with a commitment to high standards and professionalism • Organisational skills and the ability to work on own initiative and to deadlines • Ability to support and demonstrate commitment to the ethos, vision and values of the school • Ability to communicate with and relate well to colleagues, children and adults 	<ul style="list-style-type: none"> • Experience of working within a confidential environment
Personal Qualities	<ul style="list-style-type: none"> • Friendly, welcoming and professional manner • Excellent communication skills • Open-minded and receptive to new ideas, approaches and challenges • Willingness to seek advice and support when necessary • A positive, flexible attitude • Self-motivated 	

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| | <ul style="list-style-type: none">• Ability to remain calm under pressure | |
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