PERSON SPECIFICATION

**Post Title:** **Office Administrator**

**Reporting to:** **SLT**

**Scale:** **4**

**Hours:** **37 hours per week–Term Time Only + 3 days**

**Disclosure Level: Enhanced**

**Contract: Permanent**

# Knowledge

* + A good standard of education particularly in English and Mathematics (GCSE: Grade C or above)
  + Working knowledge of Microsoft Office (Word, Outlook, Excel)
  + Awareness of GDPR and confidentiality

**Experience**

* + Experience of using Microsoft Office
  + Minimum of one year of administrative experience

**Skills & Abilities**

* + Ability to:
* relate well to children and adults
* maintain confidentiality on all school matters
* work independently and as part of a small office team
* work effectively and supportively as a member of the school
* work within and apply all school policies e.g. child protection, Health & Safety
* show initiative and problem solve

**Personal Qualities**

* + Commitment to the safeguarding of all students
  + Willingness to participate in further training and developmental opportunities offered by the school, to further professional knowledge
  + A pleasant manner
  + Maintain high standards under pressure
  + Ability to maintain perspective

**Desirable Criteria**

* + Customer service/administration specific qualifications
  + Previous school experience
  + Use of SIMS

**June 2022**