

**Person specification**  
**Office Administrator**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 2/3 in Administration</li> <li>• First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working within education</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of and confident using Word and Excel / Google Docs and Sheets</li> <li>• Excellent attention to detail</li> <li>• Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way</li> <li>• Be aware and comply with confidentiality and data protection</li> <li>• Work effectively and efficiently under pressure</li> <li>• Good oral and written communication skills</li> <li>• Ability to work well with competing demands including prioritising own workload</li> <li>• Problem-solver with a 'can-do' approach</li> <li>• Ability gather information, produce reports</li> <li>• Working in collaboration with staff at all levels of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of MS office programs with an aptitude for new IT applications</li> <li>• Experience of Google Suite</li> <li>• A knowledge of School Management Information, preferably Arbor</li> <li>• Working closely with Senior Leadership Teams</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Adaptable</li><li>• Purposeful and resourceful</li><li>• Excellent communication skills</li><li>• Flexible &amp; team player</li><li>• Ability to keep calm and focussed in pressurised situations</li><li>• Enthusiastic and motivational</li></ul>	
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