



**Person specification
Office Administrator**

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

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