



Person Specification

Office Administrator

	Essential / Desirable (E – D)	Assessed at application stage	Assessed at interview
Knowledge: <ul style="list-style-type: none"> • Computer literate and working knowledge of Microsoft Office and related packages, (Word, Excel, PowerPoint, Publisher etc) and Google Suite. • Working experience of Schools Information Management System (SIMS / Arbor / Bromcom etc) • Office systems and procedures. • Working in an environment where the safeguarding of children is the highest priority. 	E E E E	Yes Yes Yes Yes	Yes Yes Yes Yes
Experience: <ul style="list-style-type: none"> • Using ICT systems on a daily basis, in particular Microsoft Office and Google suite. • Working as part of a team and ability to work on own initiative. • Responding to queries and problem solving. • Setting up and maintaining manual and electronic filing systems that are efficient and effective. • Front facing customer service skills. 	E E E E E	Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes
Education/ Training: <ul style="list-style-type: none"> • Minimum of English and maths GCSE at grade C or equivalent. • NVQ 3 or equivalent higher education certificate in relation to business skills/ word processing or other similar subject area. • First Aid certificate 	E D D	Yes Yes Yes	- - -
Skills and Aptitude: <ul style="list-style-type: none"> • Professional approach to work at all times. • Ability to show methodical, organised and flexible approach to work. • Effective written, verbal and listening skills. • Ability to prioritise workload effectively. • Effective interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining positive working relationships. • Ability to maintain a high level of confidentiality, sensitivity and discretion at all times. 	E E E E E E	Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes