



Person Specification Office Administrator



	Criteria
Qualifications	<ul style="list-style-type: none">• Good standard of general education with a minimum of 5 GCSEs at Grade C or above, including Maths and English (or equivalent)
Experience	<ul style="list-style-type: none">• Experience of working in an office environment is essential• Experience of using SIMS is desirable• Experience of working with young people and their families is desirable
Skills & Abilities	<ul style="list-style-type: none">• Ability to work accurately, using attention to detail and prioritising workload effectively• Good level of computer literacy• Ability to communicate appropriately and in a courteous manner, in person and over the telephone.• Commitment to equality and the promotion of diversity in all aspects of working• Ability to work successfully and supportively as a member of the school team• Good understanding of the diverse nature of the school environment• Use initiative to problem solve and respond proactively to unexpected situations• Deal calmly, tactfully and effectively with a range of people.• Understanding of the importance of confidentiality, maintaining this whilst working with sensitive information• First-aid trained, or willing to undertake relevant training
Knowledge	<ul style="list-style-type: none">• Demonstrate a good understanding of the work of a school• Knowledge of a range of computer applications including Microsoft and Outlook• Working knowledge of SIMS is desirable• Awareness of confidentiality, GDPR and safeguarding legislation