

Bassingbourn Community Primary School

Office Administrator Person Specification

Qualifications

- GCSEs (or equivalent) in English and Mathematics.
- Relevant administrative qualification desirable.

Experience

- Experience in an administrative role within an educational or similar environment.
- Experience using Microsoft Office and Management Information Systems (MIS).

Knowledge & Skills

- Strong organisational and communication skills.
- Proficiency in Microsoft Office applications.
- Familiarity with common educational software.
- Ability to learn new technologies quickly and support others in their use.

Personal Qualities

- Ability to work independently and as part of a team.
- Attention to detail and accuracy in all tasks.
- Positive attitude and willingness to assist with queries.
- Commitment to safeguarding and confidentiality.