

**Person Specification: Office Administrator**
**Skills and Abilities**

Values	Essential	Desirable	Assessed
Excellent communication skills with the ability to work proactively in a team. Demonstrates flexibility, resilience and team spirit. Shows politeness, cheerfulness and quick thinking to deliver an outstanding customer service.	√		Interview
Self-starter, works on own initiative, strong organisational skills. Ability to establish priorities and meeting agreed targets and deadlines.	√		interview
Demonstrates a clear commitment to the team approach and a willingness to learn. Exchanging ideas and providing support to colleagues.	√		interview
Ability to balance professionalism with an ethic of care for children and parents/carers with empathy and patience. Has a good sense of humour. Approachable – Energises confidence in others. Open-mindedness, willing to embrace the school's culture.	√		Application, references & interview
Safeguarding	Essential	Desirable	Assessed
Displays commitment to the protection and safeguarding of children and young people: is vigilant, has confidence to challenge as necessary and appropriate. Being able to read physical and emotional cues.	√		Application & interview
Reception and Communications	Essential	Desirable	Assessed
Excellent telephone manner with the ability to actively listen and respond as necessary demonstrating knowledge of the school.	√		Interview & pre interview task
Proven high communication skills, oral and written whilst maintaining due diligence.	√		Application & interview
Professional, friendly demeanour and ability to deal with all visitors, staff, governors and parents/carers. Demonstrating empathy and knowledge of the school's ethos and values.	√		Application & interview
Operational	Essential	Desirable	Assessed
Demonstrates an attention to detail and ability to perform routine tasks in a timely manner.	√		Application & interview
Qualifications, knowledge and experience	Essential	Desirable	Assessed
NVQ Level 2 in Business and Administration or equivalent qualification/experience.		√	Application
Experience of providing high level support in a busy, high expectation environment. Experience of using a wide range of office equipment and ICT software		√	Application

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We take our Prevent Duty seriously and promote British Values at all times. Equality for all children, staff and volunteers is embedded in our ethos, thus meaning discrimination of disability, race, religious beliefs, gender, sexual orientation, sexual identity and gender identity is not tolerated. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check and satisfactory references. Candidates will also need to declare that they are not barred from working with children because of the rules related to barring by association.*

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