



# Dr. South's C.E. Primary School

*Nurture, Educate, Inspire*

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

**Headteacher:** Mrs Helen Watson

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## Personal Specification –Administrative Officer

Specification	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative experience, ideally in an office environment.</li> </ul>	<ul style="list-style-type: none"> <li>Previous work in a school setting.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills (minimum GCSE C or equivalent in Maths and English)</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Training.</li> <li>Relevant NVQ Level 3 qualification.</li> </ul>
<b>Relevant Skills</b>	<ul style="list-style-type: none"> <li>Ability to use ICT packages (eg Word, Excel, e-mail).</li> <li>Ability to relate well to children and adults.</li> <li>Ability to organise workload and work to deadlines.</li> <li>Ability to use relevant technology accurately and efficiently.</li> <li>Commitment to ongoing professional development.</li> <li>Ability to seek advice and support when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of Bromcom</li> <li>Awareness of Health and Safety procedures.</li> <li>Knowledge of Child Protection procedures.</li> <li>Ability to maintain school website (with training).</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good team player who can also work independently.</li> <li>Ability to adapt and be flexible.</li> <li>Ability to deal with confidential information sensitively.</li> <li>Willingness to work co-operatively with the rest of the school team to achieve common goals.</li> <li>Commitment to equal opportunities.</li> <li>Support for the aims and ethos of a Church School.</li> </ul>	