

## PERSON SPECIFICATION

**School:** Cotgrave Church of England Primary School

**Post title:** Office Administrator

**Date:** Autumn Term 2026

Category/Item	Essential	Desirable	Evidence	
			A	I
<b>Experience/Knowledge</b>				
Carrying out a range clerical or administrative duties	✓		✓	
Following well defined processes, practices or procedures	✓		✓	
Carrying out tasks without close supervision	✓		✓	
Working with IT systems including basic word processing and spreadsheet operation	✓		✓	
Handling information in accordance with the Data Protection principles.	✓		✓	
<b>Education/Training</b>				
Good literacy and numeracy skills gained from general education	✓		✓	
<b>Skills/Aptitudes</b>				
High expectations and aspirations	✓		✓	✓
Ability to communicate effectively	✓		✓	✓
Ability to foster effective relationships with children and staff	✓		✓	✓
Flexibility	✓		✓	✓
Ability to use own initiative	✓		✓	✓
Ability to motivate	✓		✓	✓
Ability to follow school policies and procedures eg behaviour policy	✓			✓
<b>Specific requirements</b>				
Support for a Christian ethos	✓			✓
Commitment to a whole school ethos	✓			✓
Commitment to children's personal and social development	✓			✓
Commitment to the staff team	✓			✓

A = Application form/letter

I = Interview