



ST NICOLAS' CE INFANT SCHOOL
PERSON SPECIFICATION FOR OFFICE ADMINISTRATOR

**This School is committed to safeguarding and promoting the welfare of children
and expects all staff to share this commitment.**

Person Specifics	Essential	Desirable	To be evidenced by
Qualifications			
GCSE English and Maths grade C or equivalent	X		Application form/certificate
Experience			
Experience working in an office		X	Application form/interview
Experience of using IT in the working environment	X		Application form/interview
Experience working in a school office setting		X	Application form/interview
Knowledge			
Strong knowledge of word processing & spreadsheets applications, e-mail and using the internet	X		Interview
SIMS and Tucasi applications.		X	Interview
Skills			
Ability to work in a team	X		Interview
Strong IT skills and ability to adapt to new applications	X		Interview
Accurate money handling		X	Interview
Interpersonal skills at all levels including children & adults	X		Interview
Ability to plan, organise, manage workload & competing priorities	X		Interview
Good written and verbal communication skills	X		Application form/interview
First aid		X	Application form/certificate
Personal qualities			
Warm friendly personality, with a positive attitude to both adults and children.	X		Interview
Well organised and able to cope under pressure.	X		Interview
Self-motivated and willing to use own initiative to meet deadlines.	X		Interview
Can demonstrate judgement and common sense	X		Interview
Smart appearance, friendly open manner	X		Interview

Willingness to undertake personal development/training	X		Interview
Ability to demonstrate understanding of equal opportunities	X		Interview
Understanding the importance of confidentiality	X		Interview
Flexible and adaptable	X		Interview and references
Interest in / understanding of Values based education	X		Interview