

Person Specification

Office and Health and Safety Administrator

Experience	
Essential	<ul style="list-style-type: none">• General clerical/administrative work• Good numeracy and literacy skills• Accuracy and attention to detail• Able to take initiative and organise own workload• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Good understanding and ability to use relevant technology• Participate in development and training opportunities• Good communication skills
Desirable	<ul style="list-style-type: none">• Knowledge of RM Integris or other MIS• Working in a school office or similar• Knowledge of Smartlog• Knowledge / experience of Health and Safety and maintaining accurate records