

Person Specification for School Office Administrator

Qualifications and Experience:	Essential	Desirable
1. Previous experience of administration	✓	
2. Proficiency in Google Workspace applications (Gmail, Sheets, Docs etc) or Microsoft Office.	✓	
3. Evidence of recent training/development on IT systems		✓
4. Experience of working in schools		✓
5. Current First Aid Certificate		✓
6. Experience of using Arbor		✓

Professional knowledge and understanding, skills and attributes:	Essential	Desirable
7. The ability to achieve challenging professional targets/objectives. The ability to develop and implement policy and practice which reflects the school's commitment to high achievement	✓	
8. The ability to contribute effectively to the development of whole-school policies		✓
9. The ability to set standards and provide a role model for students and other staff	✓	
10. To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	✓	
11. The ability to promote the ethos, aims and objectives of the school to the wider community	✓	
12. The ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective	✓	
13. The ability to use ICT to enhance whole-school communication	✓	
14. Fast and accurate typing skills preferably using Google Docs or Microsoft Word.	✓	
15. The ability and experience of using office machinery (photocopiers, laminators, franking machine etc.)		✓

Personal skills and attributes:	Essential	Desirable
16. Decision-making skills - the ability to make decisions under pressure	✓	
17. Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others	✓	
18. Ability to develop new ideas		✓
19. Personal impact and presence	✓	
20. Energy, determination and perseverance	✓	
21. Self confidence	✓	
22. Enthusiasm and commitment	✓	
23. Reliability and integrity	✓	
24. Ability to manage and prioritise multiple tasks effectively	✓	

Note - This person specification is not necessarily a comprehensive definition of the post. It will be subject to modification and amendment after consultation with the postholder.