



Office Administrator – Person Specification

Qualifications and Experience

Essential

GCSEs or equivalent qualifications, including English and Maths.

Proven experience in an administrative or office support role, preferably within an educational setting.

Experience using school management information systems (MIS), Arbor and Google Drive.

Desirable

Experience with financial administration and budget monitoring.

Knowledge of data protection and confidentiality requirements in a school context.

Knowledge and Skills

Essential

Understanding of school administrative procedures and policies.

Awareness of safeguarding procedures and the importance of maintaining a safe school environment.

Familiarity with data protection legislation and best practises in record-keeping.

Effective communication skills to liaise with colleagues, parents, and external professionals



Personal Qualities

Essential

Commitment to the school's vision: Nurturing and Inspiring Young Minds Toward a Bright Future.

Professional and welcoming manner, contributing to a positive school culture.

Reliable, punctual, and flexible to meet the demands of the school office.

Proactive approach to problem-solving and continuous improvement.

Strong commitment to safeguarding and promoting the welfare of children and young people.

Willingness to undertake relevant training and development.

This role will be reviewed annually as part of the performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.