



# Person Specification Office Administrator Band B



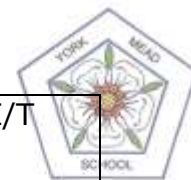
## Person Specification

Yorkmead Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

### Method of Assessment (MOA)

<b>AF:</b> Application Form	<b>C:</b> Certificate	<b>I:</b> Interview	<b>T:</b> Test or Exercise	<b>P:</b> Presentation
--------------------------------	-----------------------	---------------------	----------------------------	------------------------

Criteria	Essential	MOA
<b>Education/Qualifications</b>	A* - C in GCSE English and Mathematics or equivalent	AF/C
NB: Full regard must be paid to overseas qualifications.	An intermediate or above qualification in word processing/typing skills	AF/C
<b>Experience</b> Relevant work and other experience	Substantial experience of working in school office or office environment	AF/I
	Experience of attendance procedure within schools.	AF/I
	Experience of a wide range of administrative functions	AF/I/T
	Experience of Microsoft Word package	AF/T
	Experience of using database applications	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	Excellent interpersonal skills	AF/I/T
	Good organisational skills	AF/I/T



	Ability to interpret varying situations and solve problems on a day-to-day basis	AF/I/T
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Able to communicate effectively and accurately both verbally and in writing	AF/I
	Ability to develop positive relationship with children, parents and colleagues	AF/I
	Ability to work as part of a team, be flexible and able to adapt to changes in the workplace	AF/I
	Ability to be flexible and approachable in a busy day-to-day environment	AF/I
	Ability to write clear, letters and reports	AF/I
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Knowledge of standard office equipment	AF/I
<b>Training</b>	Interest in own personal development and willingness to undertake further	AF
<b>Other</b>		

### Safeguarding & Suitability

- Willingness to undergo an Enhanced DBS check and all required pre-employment checks.
- Commitment to upholding school policies, including safeguarding, behaviour, health and safety, and professional conduct.
- Understanding of professional boundaries and appropriate conduct with children.