



Office Administrator Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of high level written and verbal communication skills. Good standard of education (GCSE or equivalent, including English and Maths). Competent users of IT systems including Microsoft Office and school MIS systems. 	<ul style="list-style-type: none"> Relevant administrative qualification or training. Knowledge or training in safeguarding, GDPR or HR processes. First aid training.
Experience	<ul style="list-style-type: none"> Experience of working in an administrative or office-based role. Experience of handling confidential and sensitive information appropriately. Experience of using databases or management information systems with accuracy. Experience of communicating effectively with a range of stakeholders (e.g. parents, staff, external agencies). Experience of managing competing priorities and working to deadline. 	<ul style="list-style-type: none"> Experience of working in an educational setting. Experience of admissions, HR administration or recruitment processes. Experience of supporting attendance processes or pupil data management.
Skills & Abilities	<ul style="list-style-type: none"> High level of organisation and attention to detail. Ability to maintain accurate records and ensure compliance (e.g. Single Central Record). Ability to work independently and as part of a team. Strong interpersonal skills with a professional and approachable manner. Ability to prioritise workload and manage time effectively. Ability to produce clear, professional written communication (letters, emails, reports). 	<ul style="list-style-type: none"> Ability to analyse and present data clearly Experience of minute taking, including confidential meetings Ability to support and improve administrative systems and processes
Personal Attributes	<ul style="list-style-type: none"> Professional, reliable and trustworthy. High level of integrity and discretion. Flexible and willing to undertake a range of duties. Positive attitude and commitment to supporting the wider school community. Commitment to safeguarding and promoting the welfare of children Ability to act as a positive role model and contribute to a supportive team environment. 	

The Oval 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.

The post holder will be expected to operate in line with Trust values which are:

- Optimism and expectation
- Trust and integrity
- Every contribution counts
- Acts of kindness are noticed and matter
- Success is celebrated