Enstone Primary School

School Office Administrator Person Specification

We are looking for an enthusiastic person who has initiative and is calm under pressure. They should be a team player who thrives in an environment where every day is different. The successful applicant will be positive, responsive, have a flexible attitude to work and be able to communicate easily with colleagues, children, parents/carers and other members of the school community.

Honesty, integrity, confidentiality and a sense of humour are essential qualities for the role.

Qualifications and trainingEducated to at least A Level standard (or equivalent)A Level C+ in English and Mathematics.Application FormGCSE Grade C/S or above in English and Mathematics.CCSE Grade C/S or above in English and Mathematics.A Level C+ in English and Mathematics.Application FormExperience, knowledge and skills.Previous PA and administrative experience.Previous experience of working in a school.Application FormFamiliarity with office equipment (phone systems, copiers, etc).Qualified First Aider.Application FormGood interpersonal skills with the ability to establish rapport with all members of the school community.Qualified First Aider.InterviewHighly effective written and verbal communication skills (including spelling and grammar).BC and SAP.Ability to work on own initiative and make decisions as well as to work as a member of a team.Excellent organisational and planning skills.A discreet and diplomatic nature with respect for confidentiality at all times.Confident and calm in handling questions and queries.Able to produce accurate work, paying attention to detail.Able to produce accurate work, paying attention to detail.A level C+ in English and Mathematics.	Factors	Essential	Desirable	Evidence
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	Ability to work flexibly, prioritise and		
	multi-task to meet deadlines in a		
	busy environment.		
	Happy to receive and accept		
	feedback/direction/delegation.		
	Good MS Office skills (particularly		
	Word, Excel, Publisher, Outlook and		
	OneDrive).		
Personal	Approachable, friendly, helpful and		
Qualities	able to find solutions.		Application
			Form
	Confident, with a positive mindset		
	and a flexible approach.		Interview
			incerview
	Resilience and strength of character.		
	Motivated and a self-starter.		
	Organised and methodical; able to		
	manage own time well.		
	Able to confidently handle queries		
	and challenges.		
	Able to work effectively with other		
	members of staff to achieve positive		
	outcomes.		
	Desire to enhance and develop skills		
	and knowledge through CPD.		
	Commitment to the school's ethos		
	and values.		
	Commitment to the highest		
	standards of child protection and		
	safeguarding.		
	Recognition of the importance of		
	personal responsibility for health		
	and safety.		
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