

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.

Factors	Essential	Desirable	Evidence
Qualifications and training	<p>Educated to at least A Level standard (or equivalent)</p> <p>GCSE Grade C/5 or above in English and Mathematics.</p> <p>Competent and confident user of computers and technology.</p>	A Level C+ in English and Mathematics.	<p>Application Form</p> <p>Certificates</p>
Experience, knowledge and skills.	<p>Previous PA and administrative experience.</p> <p>Familiarity with office equipment (phone systems, copiers, etc).</p> <p>Good interpersonal skills with the ability to establish rapport with all members of the school community.</p> <p>Highly effective written and verbal communication skills (including spelling and grammar).</p> <p>Ability to work on own initiative and make decisions as well as to work as a member of a team.</p> <p>Excellent organisational and planning skills.</p> <p>A discreet and diplomatic nature with respect for confidentiality at all times.</p> <p>Confident and calm in handling questions and queries.</p> <p>Able to produce accurate work, paying attention to detail.</p>	<p>Previous experience of working in a school.</p> <p>Qualified First Aider.</p> <p>Knowledge of school information systems such as RM Integris, ParentPay, IBC and SAP.</p>	<p>Application Form</p> <p>Interview</p>

	<p>Ability to work flexibly, prioritise and multi-task to meet deadlines in a busy environment.</p> <p>Happy to receive and accept feedback/direction/delegation.</p> <p>Good MS Office skills (particularly Word, Excel, Publisher, Outlook and OneDrive).</p>		
Personal Qualities	<p>Approachable, friendly, helpful and able to find solutions.</p> <p>Confident, with a positive mindset and a flexible approach.</p> <p>Resilience and strength of character.</p> <p>Motivated and a self-starter.</p> <p>Organised and methodical; able to manage own time well.</p> <p>Able to confidently handle queries and challenges.</p> <p>Able to work effectively with other members of staff to achieve positive outcomes.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the school's ethos and values.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p>		<p>Application Form</p> <p>Interview</p>