



## Person Specification for Office Administrator

<b>1. Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of administrative work in a busy office environment	✓	
Educated to NVQ Level 2 or equivalent	✓	
First Aid Qualification	✓	
Knowledge of general school policies and procedures	✓	
Knowledge of H&S policy and procedures	✓	
Good reading and writing skills	✓	
Ability to count and undertake calculations	✓	
Ability to use photocopier	✓	
Ability to use word processor and basic databases	✓	
<b>2. Communication</b>	<b>Essential</b>	<b>Desirable</b>
Ability to complete forms, write routine letter	✓	
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Seek support to overcome communication barriers with children and adults	✓	
Ability to consult with colleagues	✓	
<b>3. Working with children</b>	<b>Essential</b>	<b>Desirable</b>
Understand and implement the school's behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Basic understanding of the learning experience provided by the school	✓	
Basic understanding of the way in which children develop	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support children who may be unwell	✓	



<b>4. Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the role of others working in and with the school	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with other adults in the school	✓	
Ability to work on own	✓	
Ability to provide timely and accurate information	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills.	✓	
Ability to work accurately with attention to detail.	✓	
Ability to manage own time effectively.	✓	
Ability to follow instructions.	✓	
<b>6. General</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a commitment to equality.	✓	
Working knowledge and good understanding of Health & Safety.	✓	
Understand and implement child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Be prepared to develop and learn in the role.	✓	