



Person Specification for Office Administrator

| 1. Qualifications and Experience | Essential | Desirable |
|--|-----------|-----------|
| 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. | ✓ | |
| 2. Communication | Essential | Desirable |
| 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. | ✓ | |
| 3. Working with children | Essential | Desirable |
| 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. | | ✓ |



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| Understand the importance of physical and emotional wellbeing. | ✓ | |
| Ability to support children who may be unwell. | | ✓ |
| 4. Working with others | Essential | Desirable |
| 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. | ✓ | |
| 5. Responsibilities | Essential | Desirable |
| Good organisational skills. | ✓ | |
| Ability to work accurately with attention to detail. | ✓ | |
| Ability to manage own time effectively. | ✓ | |
| Ability to follow instructions. | ✓ | |
| 6. General | Essential | Desirable |
| 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. | ✓ | |