

Person Specification – Office Administrator

	Essential	Desirable
Relevant experience	<p>Experience of working as part of a team.</p> <p>Confidence in using Microsoft Office.</p> <p>Proven ability to use initiative and work independently, as well as taking instruction.</p> <p>Experience of working flexibly in order to meet organisational demands.</p>	<p>Experience of working in a school office.</p> <p>Experience of adhering to policies.</p> <p>Experience of procurement.</p>
Knowledge and understanding	<p>The importance of compassionate and open relationships with parents</p> <p>Child Protection, GDPR, Health and Safety and Equality requirements and legislation.</p> <p>Recognition of the need for confidentiality and discretion.</p>	
Skills and Attributes	<p>Willingness to support and invest in the school's ethos and vision</p> <p>Willingness to work as part of a team and to work collaboratively</p> <p>Evidence of maintaining positive and supportive professional relationships.</p> <p>Commitment to the value of every individual</p> <p>Excellent organisational, record keeping and planning skills.</p>	.

Loving, learning and flourishing in community

	<p>Ability to remain calm in the face of competing demands.</p> <p>The ability to communicate clearly and with compassion both written and face to face/on the telephone.</p>	
Other	<p>A positive and enthusiastic disposition.</p> <p>A sense of humour.</p> <p>Excellent interpersonal skills.</p>	