



Princes Primary School

OFFICE ADMINISTRATOR PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Minimum GCSE or equivalent in English and Mathematics • 	<ul style="list-style-type: none"> • Knowledge of SIMS/Arbor or equivalent system
Experience	<ul style="list-style-type: none"> • Experience in business administration using relevant systems, processes and procedures • Experience of working as part of a team • Experience of working in a busy office environment 	<ul style="list-style-type: none"> • Experience of working within a primary school or nursery setting
Commitment	<ul style="list-style-type: none"> • A strong commitment to equality and inclusion. • A commitment to the school's ethos and development • An understanding of and a personal commitment to the Vision and Values of the school. • Hard working and committed individual • Reliable, trustworthy and resilient • Commitment to lifelong learning and CPD 	
Knowledge and Skills	<ul style="list-style-type: none"> • Must be organised and able to take responsibility for managing all aspects of a school kitchen • Should be flexible in their approach to the challenges the post may bring at busy times. • will be capable of preparing and presenting food to the highest standards • must be able to work with all staff equally and with respect • Candidates should be able to work effectively as part of a team with all staff at the school • demonstrate an understanding of the importance of equal opportunities and must be committed to achieving this in their employment and service • should be aware of school rules and regulations as determined by the school Governors • delivery 	<ul style="list-style-type: none"> • Knowledge of child protection procedures and safeguarding including the principles of safer recruitment and the requirements of the Single Central Record • Understanding of school admission procedures and policies • Knowledge of Microsoft Office packages (Excel and Word)
General	<ul style="list-style-type: none"> • Enhanced DBS clearance will be essential • Commitment to the safeguarding of children and young people 	Driving License would be helpful but not essential

