



# Princes Primary School

## OFFICE ADMINISTRATOR PERSON SPECIFICATION

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