



Princes Primary School

OFFICE ADMINISTRATOR PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Training	• Minimum GCSE or equivalent in English and Mathematics •	• Knowledge of SIMS/Arbour or equivalent system
Experience	• 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	• Experience of working within a school setting
Commitment	• 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	• Should be flexible in their approach to the challenges the post may bring at busy times. • 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	• 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	• Enhanced DBS clearance will be essential	Driving License would be helpful but not essential

	• Commitment to the safeguarding of children and young people	
--	---	--