

PERSON SPECIFICATION

POST: Office Administrator

A. Education, Qualifications and Training

Essential: Minimum GCSE English and Maths and computer literate.
Competent in the use of Word and Excel

Desirable: Knowledge of mail merge

B. Experience

Essential: Experience of working in an office environment

Desirable: Experience of working in a school environment/education establishment.
Experience of working in a confidential environment

C. Skills and Personal Characteristics

Skills

Essential: Initiative, attention to detail/accuracy, ability to prioritise, multi task and work to deadlines
To have an understanding of and a commitment to child welfare and safety

D. Personal Characteristics

Essential: Well organised, self motivated, a good team player with a sense of humour. Understands the need for confidentiality