

## Person Specification

<b>Job Title:</b>	School Office Administrator Administration & Organisation Level 3
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### **Knowledge/Skills/Experience (*essential requirements*)**

1. Has experience in an office/business environment
2. Demonstrates excellent inter-personal, organisational and communication skills
3. Experience of working with management information systems such as SIMs

### **Qualifications/Training (*essential requirements*)**

4. NVQ 3 or equivalent qualification or experience in relevant discipline

### **Knowledge/Skills/Experience**

5. Has experience of school admissions
6. Very good literacy and numeracy skills
7. Very good computer skills and effective use of other specialist equipment/resources.
8. Has very good secretarial skills for managing confidential office tasks including e-mail and letter correspondence, filing, photocopying and managing diaries
9. Understands the importance of confidentiality, discretion and data protection
10. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
11. Commitment to the protection and safeguarding of children and young people.
12. Forms excellent professional relationships with both children and adults
13. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
14. Is able to deal with a range of queries in a consistently calm, professional and courteous manner
15. Has a cheerful, upbeat attitude and will be the welcoming face and voice of St Clement Danes School
16. Has a strong commitment to the school's ethos
17. Is keen to work in a genuinely diverse school and will respect and value all members of the school community
18. Shows resilience and work well under pressure, managing time effectively
19. Willing to work within organisational procedures and processes to meet required standards for the role, under the direction of the headteacher
20. Is highly motivated, organised and efficient in managing a busy workload
21. Can plan ahead, meet deadlines and show attention to detail
22. Committed to continual professional development and able to self-evaluate
23. Reflective and learns from past experiences