

## School Office Administrator Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good honours graduate		✓	A
Good general level of education to A level standard	✓		A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
IT Literate including Microsoft Office – Word, Outlook, Excel, Google suite	✓		A/I
Strong, proven administration skills	✓		A/I
Experience of working in an educational environment		✓	A
Ability to use computerised switchboards		✓	I
Experience of iSAMS		✓	I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		I
Excellent communication skills verbal and written	✓		A/I
Innovatory approaches and positive outlook to change		✓	A/I
Ability to generate ideas and drive initiatives		✓	A/I
Willingness to work outside normal hours if necessary		✓	I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		I
Highly motivated and able to motivate	✓		I
Enthusiastic and committed	✓		I
Open-mindedness	✓		I
A forward-thinking approach	✓		I
Excellent interpersonal skills	✓		I
Ability to be reflective and self-critical		✓	I
Display calmness under pressure	✓		I
Willingness to take on other roles and responsibilities within the department		✓	I
Reliable and punctual	✓		I
Commitment to the school's ethos, aims and its whole community	✓		I

### Assessment Key

A Application Form

I Interview