



# Ley Hill School

## Person Specification:

### Office Administrator

<b>Knowledge</b>	5 GCSEs including English/Maths (or equivalent)
<b>Essential</b>	<b>Desirable</b>
Previous experience of working in an office environment, dealing with face to face interactions	Previous experience of working in a School Office
Good knowledge of IT systems including excel spreadsheets, word processing, presentation software and google forms.	<ul style="list-style-type: none"> <li>• Specific knowledge of School MIS systems, preferably SIMS and FMS.</li> <li>• Knowledge of both Microsoft and Google software packages.</li> <li>• Experience of a financial management system</li> <li>• Experience of social media and websites</li> </ul>
Understanding of Safeguarding	Have completed Safeguarding training
Understanding of Health & Safety	Paediatric First Aid trained
Understanding of Data Protection and confidentiality	GDPR training
<b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• Be an ambassador for the school</li> <li>• Ability to work independently and within a team, understanding roles and responsibilities, and using initiative</li> <li>• Effective communication in English, both written and verbally</li> <li>• Ability to work flexibly in support of the school</li> <li>• Have due diligence to ensure attention to detail</li> <li>• Resourcefulness, enthusiasm, patience and resilience</li> <li>• Strong communication skills to liaise with adults and children positively and professionally; supporting the school's vision and ethos</li> </ul>	