



Person Specification: School Office Admin Assistant

	Essential Attributes	Desirable Attributes
Qualifications & Training	• GCSE English and Mathematics (Grade C/4 or above) or equivalent • Be numerate and accurate • Have excellent verbal and written communication skills • Be willing to undertake further training and professional development	• Secretarial qualifications • Current First Aid qualification • Training in Arbor, SIMS or other school MIS systems
Experience	• At least two years' office administration experience • Experience of working successfully and cooperatively as a member of a team • Experience of managing competing priorities and meeting deadlines • Experience of dealing professionally with visitors, parents and members of the public	• Experience of working in a school office environment • Experience of attendance administration • Experience of website administration and school communication systems • Experience of online payment systems
Professional Values	• Be sympathetic to the school's ethos and aims and meet the expectations of the Governing Board as outlined in the job description • Establish and maintain positive professional relationships with pupils, parents, colleagues, governors and the wider community • Promote a positive image of the school at all times • Adopt a flexible approach to working • Maintain confidentiality within and outside the workplace • Demonstrate a commitment to safeguarding and promoting the welfare of children	
Knowledge & Understanding	• Understand the statutory requirements relating to safeguarding and child protection • Understand the principles of equality, inclusion, health and safety, confidentiality and data protection • Be confident in the use of Microsoft Office applications, including Word, Excel and Outlook • Understand the importance of accurate record keeping and data management • Have an awareness of attendance procedures and monitoring processes	• Arbor, SIMS or other Management Information Systems • Online payment systems • School admissions administration
Skills	• Promote the school's aims and values positively	

	• Communicate effectively, both verbally and in writing, with pupils, parents, staff, governors and visitors • Promote a positive working environment • Be able to prioritise workloads and manage time effectively • Be able to work under pressure and meet deadlines • Produce accurate work with excellent attention to detail • Be able to use initiative and solve problems appropriately • Be confident in the use of ICT systems and office equipment • Work effectively as part of a team	
Personal Characteristics	• Knowledgeable and highly competent • Punctual and reliable • Calm and confident • Approachable and empathetic • Professional and courteous • Able to maintain confidentiality at all times • Organised and resourceful • Committed and enthusiastic • Adaptable to changes and developments within the workplace • Warm and welcoming to pupils, families and visitors	
Special Requirements	• Have or be willing to undergo an Enhanced DBS check • Be committed to safeguarding and promoting the welfare of children and young people • Undertake mandatory training as required by the school	• Level 1 Safeguarding Training