



Office Administrator Person Specification

Pay Scale/Grade:	Bucks Pay Range 2 Scale point 11 – 15 (depending on skills/experience) £18,517 - £20,800 per annum (Full Time Equivalent)
Reports to:	School Business Manager
Responsible for:	N/A
Liaison with:	Administration Staff, Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Contractors, Stakeholders

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> 4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English 	<ul style="list-style-type: none"> Attainment of level 3 qualifications or equivalent (eg: A Levels) Administration Qualification 	Certificates
Training	<ul style="list-style-type: none"> Evidence of recent and relevant training Willing to undertake training in school based computer systems as necessary 		Application form and selection events
Experience	<ul style="list-style-type: none"> Minimum of 3 years practical experience of working in an office environment Experience of working within a school or nursery office Experience of working with different stakeholders 	<ul style="list-style-type: none"> Experience dealing with payments and banking. Experience of working on Arbor & HCSS. Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection 	Application form and selection events

Factors	Essential	Desirable	Assessment Method
Knowledge	<ul style="list-style-type: none"> • Knowledge of school administration practices and procedures • An understanding of safeguarding issues relating to children and other stakeholders • Knowledge and awareness of the importance of confidentiality and data protection • An understanding of the ethos of a school 	<ul style="list-style-type: none"> • An awareness of Health & Safety issues • A knowledge of Arbor or similar MIS (Management Information system) • A knowledge of Nursery software/administration • A knowledge of FMS (Financial Management systems) 	Application form and selection events
Skills & Attributes	<p>Ability to fulfil reception duties including;</p> <ul style="list-style-type: none"> • a polite, professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies <ul style="list-style-type: none"> • Ability to undertake a range of office administration, accurately and efficiently including data entry skills • Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies • Able to identify, the needs of the school office, including the extended services within school • Excellent organisational skills • Ability to prioritise workload and to work to, and meet, deadlines • Ability to problem solve • Ability to work accurately under pressure in a very busy environment • Ability to work using own initiative and as part of a team • Ability to work in partnership with all staff, 	<ul style="list-style-type: none"> • First Aid / Paediatric First Aid Certificate • Ability to handle cash for banking, petty cash and administer school accounts. 	Application form and selection events

Factors	Essential	Desirable	Assessment Method
	teaching and support, governors and parents with resilience and enthusiasm		
Personal Qualities	<ul style="list-style-type: none"> • Good timekeeping • Excellent health and attendance record • Discreet & confidential whilst remaining professional, tactful & sensitive • Warm and approachable manner with good interpersonal skills • Sets high standards and expectations for self • Flexible attitude to work including; <ul style="list-style-type: none"> • working hours, • demands and changes in the role • willingness to be involved in the school • Smart professional appearance • Total honesty, integrity, and reliability • Energy, enthusiasm, adaptability and a good sense of humour 		Application form and selection events
Other	<ul style="list-style-type: none"> • Commitment to Safeguarding and protecting the welfare of children and young people • Commitment to Health and Safety • Commitment to Equality and Diversity • Commitment to attendance at work 		Application form and selection events

Note to applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.