Webheath Academy Primary School Person Specification for Office Administrator

	Essential	Desirable
Qualifications	***The Office Administrator should have:*** • Good standard of general education (e.g. GCSE English and Maths Grade C/4 or above) or equivalent • Willingness to undertake relevant training and professional development • Enhanced DBS	***The Office Administrator might have:*** • Relevant Business or Administration qualification.
Experience	***The Office Administrator should have experience of:*** • Working in a busy office environment • Working as part of a team	***In addition, the Office Administrator might have experience of:*** • Primary school or education setting experience • School MIS experience
Knowledge and Skills	***The Office Administrator should have:*** • Excellent communication skills both verbal and written • Proficiency in IT packages including Microsoft Office • Ability to prioritise tasks and manage time effectively • Ability to develop good professional relationships with colleagues, parents and children	***In addition, the Office Administrator might have:*** • Primary school or education setting experience • School MIS experience • Knowledge Of GDPR and data protection in schools
Safeguarding	***The Office Administrator should have:*** • A commitment to safeguarding and promoting the welfare of children • Ability to recognise signs of concern and report them promptly following school procedures. • Understanding of professional boundaries at all times • Commitment to confidentiality	
Personal Qualities	***The Office Administrator will be:*** • Flexibile and adaptable • Reliable, punctual and committed • Organised • Commitment to inclusion	