

**Pinvin C of E Academy
PERSON SPECIFICATION – Office Administrator**

Please give brief examples in your application letter to illustrate.

Essential Criteria

Qualifications

- Good standard of general education and IT skills, including English and Maths
- Commitment to personal CPD

Experience

- Administrative experience preferably in a school
- Dealing with people both over the phone and in person
- Use of ICT – in particular Word, Excel and Publisher

Knowledge and understanding of

- Working in a team
- Administration
- Safeguarding and health and safety

Skills

- Able to undertake routine tasks accurately and in a timely manner
- Ability to communicate effectively to a variety of audiences both verbally and written
- Ability to work on own initiative
- Ability to work effectively with stakeholders

Personal Qualities

- Honesty and Integrity
- Discretion and understanding of confidentiality
- Flexibility
- Resilience
- Organisational skills
- Excellent telephone manner

Values/Beliefs

- Every person matters when contributing to the success of every child
- Children should be safeguarded and protected from abuse at school
- Schools should work in partnership with parents / carers in developing well rounded, confident, future citizens
- As an inclusive school every child should be given the opportunity to achieve their full potential
- Spiritual, emotional and social development are extremely important



- Able to support the Christian ethos of the school
- Respect for the opinions and contribution of others
- Appreciation of the extended life of the school and a commitment to putting this into practice