

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Person Specification – School Office Administrator

Qualifications/ Training and Experience	<ul style="list-style-type: none">• High standard of general educational achievement (GCSE or equivalent in Maths and English)• Administrative and/or Receptionist experience• Experience working with young people / working within a school environment (desirable)• First Aid certification (or willingness to undertake course)
Knowledge/Skills	<ul style="list-style-type: none">• Ability to interact well with members of the school community, including; staff, students, parents and external organisations• Ability to work effectively in a team, while also able to manage own workload• Ability to maintain professional standards (including importance of confidentiality)• Willingness to identify new and better ways to provide services• Appropriate knowledge of school policies/procedures and relevant legislation• Ability to use/learn ICT systems including G-Suite• Excellent organisational skills and ability to multitask and prioritise• Excellent verbal and written communication skills• Willingness to assist with practical tasks where necessary (e.g. providing first aid)
Personal Characteristics	<ul style="list-style-type: none">• A real enthusiasm for working with young people and helping them to succeed• An interest in your own professional development• A flexible and positive, solution focused approach• Remains calm and empathetic
Safeguarding and Wellbeing	<ul style="list-style-type: none">• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community• Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)• Evidence of CPD undertaken in this area (desirable)