

**PERSON SPECIFICATION**

**Senior Office Administrator**

QUALIFICATIONS / ABILITIES / SKILLS	ESSENTIAL	DESIRABLE
Educated to minimum GCSE Maths and English A*-C / 9-5 or equivalent qualification	•	
Good computer skills, including Microsoft Word, Excel, Office 365, Email	•	
Good computer skills, Powerpoint, Publisher	•	
Ability to work with databases	•	
Ability to write routine letters	•	
Ability to take minutes and write reports	•	
Excellent written and oral communication skills	•	
Good knowledge and understanding of school, its organisation, activities, and policies		•
Experience of working in an office environment for senior management person/s	•	
Experience of working in a secondary school and of standard school IT packages	•	
Experience of the Admissions Process		•
Willing to take initiative in dealing with requests, questions, complaints	•	
Ability to work on own initiative as well as part of a team	•	
Ability to maintain confidentiality at all times	•	
Strong organisational skills	•	
Ability to plan, priorities and organise own work schedule	•	
Ability to meet deadlines	•	
Ability to stay calm under difficult situations	•	
Knowledge and understanding of GDPR	•	
Flexible approach to duties	•	
Support the Catholic ethos of the school	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Commitment to safeguarding and welfare of students	•	

***Our Lady of the Magnificat Multi-Academy Company is committed to the safeguarding and wellbeing of students***