

PERSON SPECIFICATION: OFFICE ADMINISTRATOR

Criteria	Essential	Desirable
Skills/Abilities	<ul style="list-style-type: none"> • Excellent interpersonal & organisational skills • Good IT Skills - able to use Word, Excel & SIMS packages • Previous experience of using an online payment/correspondence system. • A good team player who is also able to work independently & use own initiative 	<ul style="list-style-type: none"> • Experience of using FMS • Previous experience of using Parentmail and/or ParentPay • Knowledge of pre-school administration
Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE standard. • Must have at least 6 GCSEs or equivalent including grade C pass or above in English & Maths 	<ul style="list-style-type: none"> • GCSE or higher level qualification in Business Studies/ Administration
Experience	<ul style="list-style-type: none"> • Working in busy office environment with a wide range of people & needs • Working with children 	<ul style="list-style-type: none"> • Working in a school/school office • Experience of working in a challenging “front of house” environment
Other Requirements	<ul style="list-style-type: none"> • Able to work independently in a pressured environment • Must be caring and approachable • Must hold a valid UK driving licence 	<ul style="list-style-type: none"> • Prepared to work extra hours if required.