



WADDESDON

CHURCH OF ENGLAND SCHOOL

SCHOOL OFFICE ADMINISTRATOR

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Education & Qualifications Minimum of 4 GCSEs or equivalent Recognised and relevant NVQ Level 3 or equivalent.	E D
Experience Demonstrate successful experience in an administrator role Experience of working in the education sector Experience in a fast-paced environment Experience of being a team player that can work collaboratively as well as using own initiative Experience of operation of school administrative systems (MS One Drive, Outlook, Word, Excel) Experience of working with specialist software applications (SIMS)	E D E E E D
Skills & Knowledge Ability to prioritise tasks, meet deadlines and work in a busy environment. Strong written and verbal communication skills for dealing with staff, parents and students Commitment to confidentiality, integrity, honesty, discretion and fairness Ability to work under pressure An innovative and analytical thinker Demonstrate tact, sensitivity and be calm and professional under pressure.	E E E E D E
Professional Values for all Staff To be self-driven, motivated, proactive and solution focused Ability to demonstrate a methodical, organised and flexible approach to work To have excellent time management skills To be resilient and comfortable with a fast-paced office environment Ability to establish positive relationships Flexibility and openness to change Strong commitment to the school's safeguarding and child protection policies Wholehearted commitment to supporting the school's culture, values and ethos High levels of professionalism Strong commitment to ensuring high standards in own work and the work of others Unshakeable belief in the ability of all children and young people to achieve and to overcome obstacles to their learning	E E E E E E E E E E