

## Person Specification: School Office Administrator



Qualifications	Essential	Desirable
Good general education to GCSE level including English, Maths and IT or through work	✓	
First Aid Qualification		✓
Experience		
Experience in the use of the Microsoft office package	✓	
Experience of providing customer focused services and working in an office environment	✓	
Experience of working in a team and supporting colleagues to meet workload demands and deadlines	✓	
Experience of undertaking a range of administrative tasks	✓	
Experience of working with children		✓
Knowledge/Skills/Abilities		
MUST be well organised		
Excellent Interpersonal Skills	✓	
Ability to communicate effectively and clearly with a wide range of people	✓	
Ability to undertake a range of tasks at any one time and manage regular interruptions	✓	
Ability to work sensitively with confidential information	✓	
Ability to accurately enter and retrieve data information from information systems	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
Ability to work flexibly to adapt to changing priorities	✓	
Ability to use initiative and be innovative in resolving issues	✓	
Ability and willingness to work as part of a team	✓	
Ability to be able to problem solve		
Other		
A commitment to safeguarding and promoting the welfare of children	✓	
A commitment to personal development and training	✓	
Ability and commitment to the School's Islamic Ethos	✓	

### Safeguarding Recruitment Statement

Lote Tree Primary is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share this commitment and undergo an enhanced DBS check and all other Safer Recruitment checks as applicable to this post.