

## Preston Primary Academy Trust

### Person Specification: Office Administrator

	<b>Essential</b> We are looking for someone who has:	<b>Desirable</b> It would be great if you also have:
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of effective administration systems.</li> <li>• Previous experience of effective administration systems and processes</li> <li>• Attention to detail</li> <li>• Methodical and well organised</li> <li>• Demonstrates an ability to use own initiative</li> <li>• Ability to deal with confidential tasks</li> <li>• Good knowledge of effective IT administration systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMs and / Parent Pay systems</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills that include a sound working knowledge of Microsoft Office, e-mail and use of the internet.</li> <li>• Excellent record keeping skills.</li> <li>• High standard of oral and written communication skills and ability to understand and convey information effectively.</li> <li>• Highly organised and efficient.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft Office (word and excel)</li> <li>• Email and the Internet.</li> <li>• Experience of working on confidential matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of school administration</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE Level/ NVQ Level 3 or equivalent, achieving a Grade 4 in Maths and English</li> </ul>	
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work and communicate effectively at all levels</li> <li>• Draft correspondence to a high standard and produce well-presented reports and other documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience in a busy office environment</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Well-presented and personable.</li> <li>• Articulate with a good standard of spoken and written English.</li> <li>• A passion for working with and supporting children and young people.</li> <li>• Self-motivated and a quick learner</li> <li>• Positive with a 'can do' attitude.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Takes pride in a job well done.</li> <li>• Friendly and approachable</li> <li>• Outgoing personality</li> </ul>	
<b>Equality</b>	<ul style="list-style-type: none"> <li>• An understanding of acceptance and commitment to, the fundamental principles of equal opportunities.</li> <li>• Able to work in a way that promotes equality of opportunity and respect for diversity.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</li> <li>• Able to work in a way that promotes the safety and well-being of children and young people.</li> </ul>	