



PERSON SPECIFICATION



JOB TITLE	Office Administrator	SCHOOL	St. Joseph's Catholic Primary School, Droitwich
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The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as "I have the necessary skills..." or "I am confident I can do the job well..." The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable
1.	Experience	<ul style="list-style-type: none"> In general clerical/administrative and/or financial work. In using a range of IT software packages. Of working as part of a team and on own initiative. 	<ul style="list-style-type: none"> Practical experience of working in a busy office environment. Experience of working around children/young persons, preferably in a school setting. Experience handling cash and dinner monies.
2.	Knowledge and Understanding	<ul style="list-style-type: none"> Effective use of ICT packages. Use of relevant equipment/resources. Knowledge of office administration and book keeping procedures. Computerised Accounts. 	<ul style="list-style-type: none"> A working knowledge of relevant policies and codes of practice for schools. Appropriate knowledge of first aid. Knowledge of SIMS (School Information Management System) and other school based systems. Understanding of school roles and responsibilities and your own position within these. Understanding of basic banking procedures.
3.	Qualifications and Training	<ul style="list-style-type: none"> Good numeracy/literacy skills. 	<ul style="list-style-type: none"> Good GCSEs in English and Maths.

4.	Skills	<ul style="list-style-type: none"> • Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel; ability to access web based information. • Good work processing and keyboard skills. • Good interpersonal, organisational and communication skills. • Ability to relate well to children and adults. • Ability to communicate effectively both orally and in writing. • Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality. • Show attention to detail and accuracy at all times. 	
5.	Personal Attributes	<ul style="list-style-type: none"> • Practising Catholic or committed to promoting and modelling Gospel Values. • Ability and willingness to work in a flexible manner. • Dependable and reliable. • Hardworking, organised and with good time management skills. • Discrete and able to maintain confidentiality at all times. 	