

# Person Specification



**Brampton**  
Primary School

**Post:** School Office Administrator

**Responsible to:** School Business manager / Headteacher / Governing Body

	Essential	Desirable
Achievements & Training	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 2 or equivalent qualification or experience in relevant discipline</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Working in a customer-facing environment</li> <li>General clerical/administrative work</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a school environment</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>Good understanding and ability to use relevant technology e.g. photocopier</li> <li>Keyboard/computer skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of word processing, spreadsheets and data handling e.g. Microsoft Office</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Excellent communication skills (verbal and written)</li> <li>Strong organisational and time management skills</li> <li>Ability to prioritise and multitask, seeking early guidance and support when necessary</li> <li>Ability to relate well and provide support to children and adults</li> <li>Strong customer service skills</li> <li>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>Participation in development and training opportunities</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Professional attitude and manner</li> <li>Flexibility and positive outlook</li> <li>Remains motivated, even when under pressure</li> <li>Reliable and punctual</li> </ul>	

**Notes:**

- Recruitment will focus on determining whether the candidates meet the requirements in relation to the broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and any further discussion at interview.