

ST KATHARINE'S C.E. (V.A) PRIMARY SCHOOL
Office Administrator



| The successful candidate will demonstrate | Essential | Desirable |
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| QUALIFICATIONS AND TRAINING | | |
| 5 GCSE's with a minimum grade C/level 4 or above in English and Mathematics, or equivalent qualifications or relevant experience | ✓ | |
| Intermediate level skills in Word, Excel, Outlook and Publisher | ✓ | |
| BTEC Administration Qualification/Equivalent or relevant long term experience | ✓ | |
| This job is subject to a satisfactory DBS clearance. | ✓ | |
| Safeguarding and GDPR training completed | | ✓ |
| EXPERIENCE | | |
| Evidence of working in a similar administration role in a school previously | ✓ | |
| Experience in using school administration/finance systems and student databases | | ✓ |
| PROFESSIONAL SKILLS AND KNOWLEDGE | | |
| Effective communication with children and adults | ✓ | |
| Empathetic and a good listener | ✓ | |
| Ability to motivate and support colleagues | ✓ | |
| Evidence of excellent and effective communication skills, both written and verbal | ✓ | |
| Evidence of good numeracy and literacy skills | ✓ | |
| Work well both as part of a team and independently | ✓ | |
| Evidence of working as part of a team, showing awareness and support of colleagues | ✓ | |
| Evidence of excellent: organisational skills, accuracy, using initiative, multi-tasking, prioritization and acting with urgency | ✓ | |
| Good general IT skills | ✓ | |
| Willingness to learn, self reflect and follow recommendations and advice | ✓ | |
| Good knowledge and understanding of safeguarding | ✓ | |

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| A basic understanding of Health and Safety requirements | ✓ | |
| Commitment | | |
| Ability to ensure the Christian character of the school is evident in day to day work and interactions | ✓ | |
| High levels of professionalism and commitment to the school, colleagues and children | ✓ | |
| Understands the value of, and listens to the pupils' voice; genuinely cares for pupil welfare | ✓ | |
| High levels of resilience | ✓ | |
| Willingness to further own professional development | ✓ | |
| Ability to be discrete and confidential at all times | ✓ | |

Please note that all references will be checked rigorously, including present employer if appropriate

This post is exempt from the rehabilitation of offenders act