



Clarendon School

## Person Specification

**Post Title:** Office Administrator

**School & Location:** Clarendon Primary Centre, Hampton

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

	Source	Essential (E) or Desireable (D)
Education and qualifications		
A good standard of literacy, oral and written.	A, I	E
Experience		
Previous experience of working in a school	A	D
Experience of a wide ranging administrative role in a busy environment	A, I	E
Experience of working in a team	A, I	E
Experience of following policies and procedures	A, I	E
Experience of planning and working on own initiative	A, I	E
Skills/Abilities/Knowledge		
A good knowledge of word and excel (or Google docs and sheets)	A, I	E



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A knowledge of school management information systems (MIS) or a knowledge of databases	A, I	E
Personal qualities		
Good organisational ability and the ability to prioritise and work to achieve deadlines	A, I	E
An ability to communicate effectively with pupils, colleagues, parents, governors, other professionals and visitors to the school	A, I	E
A willingness to learn new skills	A, I	E
A flexible approach to work to accommodate a varied range of admin tasks	A, I	E