



# Abbots Ripton Church of England Primary School

## Office Administrator - Person specification

Essential	Desirable
<b>QUALIFICATIONS/TRAINING</b> <ul style="list-style-type: none"> <li>Minimum GCSE in English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Knowledge of SIMS</li> </ul>
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Experience in business administration.</li> <li>Experience of working as part of a team.</li> <li>Experience of working in a busy office environment.</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of working within a primary school setting</li> </ul>
<b>SKILLS AND KNOWLEDGE</b> <ul style="list-style-type: none"> <li>Flexible in their approach to the challenges the post may bring at busy times.</li> <li>Must be able to work with all staff equally and with respect.</li> <li>Able to work effectively as part of a team with all staff at the school.</li> <li>Demonstrate an understanding of the importance of equal opportunities and must be committed to achieving this.</li> <li>Should be aware of the rules surrounding GDPR.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection procedures and safeguarding including the principles of safer recruitment and the requirements of the Single Central Record</li> <li>Understanding of school admission procedures and policies</li> <li>Knowledge of Microsoft Office packages (Excel and Word)</li> </ul>
<b>PERSONAL QUALITIES/DISPOSITION</b> <ul style="list-style-type: none"> <li>Warm and friendly personality with the ability to empathise.</li> <li>Committed to high standards.</li> <li>A positive and resilient individual with drive, integrity, independence and a cheerful disposition.</li> <li>Commitment to the safeguarding of children.</li> <li>An enhanced DBS will be essential</li> </ul>	<ul style="list-style-type: none"> <li>A willingness to participate in the wider life of the school</li> </ul>

*Our church school creates a firm foundation where together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.*