

ADMINISTRATIVE OFFICER PERSON SPECIFICATION (GRADE 5)

Area	Requirement	Essential	Desirable
Professional Qualifications	NVQ Level 2 or equivalent qualification in a relevant discipline.	Y	
	Minimum grade C GCSE/O Level in English and maths or equivalent qualifications.	Y	
Knowledge	Knowledge of Microsoft Office programmes, websites, publishing software, social media and other relevant ICT packages	Y	
	Appropriate knowledge of first aid and safeguarding. Knowledge of relevant policies/codes of practice & awareness of relevant legislation (e.g. confidentiality and data protection).	Y	Y
Skills & Abilities	Perfect grammar, along with exceptional writing, editing and proof reading skills.	Y	
	Open and friendly personality with a can do attitude displaying commitment, honesty and integrity.	Y	
	Ability to review and critique systems and processes associated with the role to improve and develop better ways of working.	Y	
	Ability to think strategically.	Y	
	Commitment and willingness to meet the needs of the ethos and flexible working arrangements of the School.	Y	
	Ability to produce relevant, accurate and detailed information.	Y	
	Ability to work under pressure, meet tight deadlines and manage own time effectively.	Y	
	Ability to maintain strict confidentiality in all matters.	Y	
	Ability to communicate effectively in writing, on the telephone and face to face.	Y	
	Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children.	Y	
	Willingness to work within a clear framework and with regard to school policies.	Y	
	Willingness to support other team members, management and other professionals.	Y	
	A passion for lifelong learning. Demonstrates resilience, patience and optimism.	Y Y	
Experience	Previous experience in working a PA or similar role.	Y	
	Experience of working in busy environments and juggling diverse work responsibilities.	Y	
	Working within a team.	Y	
	Experience of working with diverse communities.	Y	
	Experience of working in an educational setting. Experience of working in a communications role.		Y Y
Other	Enhanced DBS Check.	Y	
	Valid visa/Right to Work in UK.	Y	

PURLEY OAKS PRIMARY SCHOOL AND CHILDREN'S CENTRE

Working with Others	Understands the importance of working in co-operation and partnership with colleagues.	Y	
	Approachable, accessible and flexible.	Y	
	High expectations and standards of self and others.	Y	
School Ethos	An ability to be a personal role model of professionalism, having high expectations of self and others.	Y	
	Maintains expected school standards of confidentiality at all times.	Y	
	An understanding of the need for equality of opportunity.	Y	
	Upholding and modelling our school values.	Y	