



Hartford Infant School
Office Administrator Person Specification

<u>Competencies/Qualifications:</u>	<u>Evidence Source:</u>
<ul style="list-style-type: none"> • good numerical, literacy and IT skills (C or above in CSE or GCSE equivalents) and can make excellent use of these skills 	AF//LA
<ul style="list-style-type: none"> • experience of working in an office [within a school would be desirable] 	AF/LA
<ul style="list-style-type: none"> • commitment to continuing professional development 	AF//LA
<u>School specific skills:</u>	
<p>We are looking for is someone who:</p> <ul style="list-style-type: none"> • has excellent interpersonal and communication skills to suit a variety of audiences; • responds calmly to many different situations; • makes objective decisions; • listens and extracts relevant information; • is extremely well organised; • is happy to take on responsibility and new challenges; • is able to work to tight time scales; • has excellent ICT skills; • has excellent secretarial skills to undertake the use of email and other systems; • has a knowledge of school administration practices and procedures; • is able to work using own initiative and as part of a team; • understands the need for confidentiality at all times; • understands safeguarding within school; • is willing to undertake further professional development and learn from others and contribute to training; • has a sense of humour. 	LA / I
<u>Personal Skills:</u>	
<p>We are looking for is someone who:</p> <ul style="list-style-type: none"> • will support the vision, ethos and policies of the school; • understands commitment and loyalty; • understands and is committed to Safeguarding Children and the related procedures for reporting; • understands equal opportunities/inclusion is able to communicate effectively using a range of approaches; • is reflective and always striving to improve for the sake of themselves; • is warm, friendly, flexible, enthusiastic, approachable, and caring; • is patient and sensitive to the needs of all children and visitors; • has good timekeeping; • is hard working and committed; • will form good relationships with children, colleagues and parents; • deals positively with the effects of stress in themselves; • works effectively as part of a team; • will listen and be prepared to seek advice and support; • is willing to undertake training in school based computer systems as necessary. 	LA / I / O / R

Sources of evidence: LA = letter of application AF = application form I = interview O = observation R = reference

Hartford infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.