



Ley Hill School

Person Specification:

Office Administrator

Knowledge	5 GCSEs including English/Maths (or equivalent)
Essential	Desirable
Previous experience of working in an office environment, dealing with face to face interactions	Previous experience of working in a School Office
Good knowledge of IT systems including excel spreadsheets, word processing, presentation software and google forms.	<ul style="list-style-type: none"> • Specific knowledge of School MIS systems, preferably SIMS and FMS. • Knowledge of both Microsoft and Google software packages. • Experience of a financial management system • Experience of social media and websites
Understanding of Safeguarding	Have completed Safeguarding training
Understanding of Health & Safety	Paediatric First Aid trained
Understanding of Data Protection and confidentiality	GDPR training
Skills and Knowledge	
<ul style="list-style-type: none"> • Be an ambassador for the school • Ability to work independently and within a team, understanding roles and responsibilities, and using initiative • Effective communication in English, both written and verbally • Ability to work flexibly in support of the school • Have due diligence to ensure attention to detail • Resourcefulness, enthusiasm, patience and resilience • Strong communication skills to liaise with adults and children positively and professionally; supporting the school's vision and ethos 	