

Great Barford Church of England Primary Academy

'Growing together through learning, friendship and worship'



PERSON SPECIFICATION

Job Title Office Administrator (Front office, communication and promotions)

Attributes	Essential	Preferred
Education/Qualifications	GCSEs in English and Maths at grades A* - C or equivalent	A business or administration qualification
Experience	At least 2 years' experience of working in an office environment. Experience of a wide range of administrative functions	Experience of working in a school office
Skills/Knowledge/Aptitude	Good working knowledge of Microsoft Office (Word, PowerPoint and Excel) Excellent interpersonal skills Excellent communication skills, spoken and written	Knowledge of SIMS or similar school information management system Knowledge and experience of school census, admissions and attendance Knowledge and experience of managing websites

Great Barford Church of England Primary Academy
Silver Street, Great Barford Beds, MK44 3HZ Tel: 01234 870342 E-mail: admin@gbpa.org.uk

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	<p>Excellent organisational skills and the ability to prioritise workload.</p> <p>The ability to work as part of a team as well as using initiative when required</p> <p>To be able to work independently on a task</p> <p>The ability to interpret varying situations and solve problems on a day to day basis.</p> <p>The ability to work with autonomy within set boundaries</p> <p>The ability to cope with conflicting demands, deadlines and interruptions of busy office</p> <p>The ability to maintain confidentiality at all times</p> <p>Empathy with children and their families</p>	Experience of creating promotional brochures and liaising with outside agencies
Motivation	Willingness to be flexible, and be part of the move towards more efficient systems supporting a growing and forward thinking school	

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	To undertake essential and other relevant training to support the role now and in the future and develop the role as well as your skills	Interest in own personal development and willingness to undertake further training
Physical	The ability to meet the physical demands of the post	
Other	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.	

Kind regards,



Sarah Evans
Headteacher

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