

**Person Specification Office Administrator**

Diocese of Norwich St Benet’s Trust and Happisburgh CE Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| **Responsible to**  | Executive Headteacher  |
| **Grade**  | Scale D  |
| **Hours**  | 16 hours per week, working pattern TBC |
| **Location**  | Based at Happisburgh CE Primary Academy. You may be required to travel to undertake work at academies and sites within our federation and St Benet’s Multi Academy Trust as needed. |

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Education and Qualifications**  | * Qualification or experience in a relevant discipline
* Working knowledge and experience of Microsoft Office applications including Word, Excel
* GCSE (or equivalent) Maths and English Grades A-C
 | * First Aid Qualification
* Experience of school management and information systems
* Working knowledge of Google Suite
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| **Skills and** **Abilities**  | * Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns
* Able to demonstrate excellent literacy and numeracy skills
* Able to work independently and proactively, prioritising work appropriately with great attention to detail
* Demonstrate a high level of organisational skills and accuracy,
* Possess excellent communication skills both orally and written,
* Able to demonstrate the ability to maintain confidentiality on all school matters,
* Able to provide a high level of customer service
 | * Commercial awareness
* Experience and knowledge of working with process and procedures
* Good powers of persuasion and the ability to stand your ground
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| **Experience**  | * Experience of supporting the management and operation of administrative systems.
 | * Prior experience of working in a school environment, or busy office/reception
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| **Knowledge and understanding**  | * The responsibility of every individual for safeguarding and promoting the welfare of children
 | * Knowledge of Health and Safety procedures
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| **Other requirements**  | * A professional role model who is committed to their own professional development and to developing others
* Committed to and able to promote the aims of the academy and the values of the Trust, including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.
* Able to work calmly under pressure and withstand stress
* Able to work flexibly, and to attend meetings and INSET days as required
* To be responsible, honest, caring and reliable, and conduct oneself with integrity,
* Happy disposition, with a ‘can do solutions based’ approach to tasks.
* Comfortable working alone and also within a team.
* Enjoy a varied, unstructured work environment and be happy to be flexible in work practices to suit the needs of the situation,
* Be comfortable dealing with children of varying ages,
* Calm patient manner with a high level of emotional intelligence
* Tenacity with a good sense of humour!
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| **Person specification reviewed by:** Laura Watts**Date:** 07.08.24 |