

## Person Specification – Senior Office Administrator (SO1)

### Assessment Abbreviations

Requirement level: E – Essential | D – Desirable

Assessed by: AF – Application Form | SP – Selection Process | Ref – Reference

<b>Qualifications</b>		
<b>Criterion</b>	<b>Requirement</b>	<b>Assessed by</b>
Good standard of general education, including GCSE English and Maths (or equivalent)	E	AF
NVQ level 3 / Level 3 qualification in business administration or equivalent	E	AF
Qualification in applied IT skills or evidence of applied IT competency	D	AF
Institute of Administrative Management (IAM), Chartered Institute of Personnel and Development (CIPD), Association of Accounting Technicians (AAT), or other relevant professional qualification	D	AF
<b>Leadership</b>		
<b>Criterion</b>	<b>Requirement</b>	<b>Assessed by</b>
Ability to coordinate and allocate tasks to administrative colleagues, providing day-to-day guidance and support	E	AF / SP
Ability to lead on the development and implementation of administrative systems and procedures	E	AF / SP
Experience of contributing to the induction and training of administrative staff	D	AF / SP
Ability to prioritise workload effectively and support others to do the same	D	AF / SP
<b>Skills</b>		
<b>Criterion</b>	<b>Requirement</b>	<b>Assessed by</b>
Strong organisational and administrative skills with excellent attention to detail	E	AF / SP
Proficiency in Microsoft Office applications (Word, Excel) and Google Workspace (Gmail, Drive, Docs)	E	AF / SP
Proficiency in school Management Information Systems - Arbor experience highly desirable	E	AF / SP
Experience of using school parent/visitor-facing systems (e.g. ParentPay, Arbor parent portal, visitor management systems)	D	AF/SP
Ability to produce accurate reports and analyse data to support operational decision-making (e.g. attendance, census)	E	AF/SP

Effective written and verbal communication skills, including the ability to draft correspondence and respond to complex enquiries	E	AF/SP
Strong problem-solving skills and the ability to make effective decisions within the scope of the role	E	AF/SP
Experience		
Criterion	Requirement	Assessed by
Significant experience in a busy administrative or office management role	E	AF / SP
Experience of working in a school or educational setting as an administrator	E	AF / SP
Experience managing or supporting HR administrative processes (e.g. recruitment records, Single Central Record, staff contracts)	E	AF / SP
Experience of nursery or early years administration (e.g. funding claims, EYFS data, nursery records)	D	AF/SP
Experience of managing admissions processes and/or attendance monitoring	D	AF/SP
Experience of coordinating administrative support staff or working as a senior member of an office team	D	AF/SP
Knowledge		
Criterion	Requirement	Assessed by
Sound knowledge of data protection legislation (UK GDPR) and the ability to handle confidential information appropriately	E	AF / SP
Knowledge of school employment terms and conditions (Green Book; awareness of Burgundy Book)	E	AF / SP
Knowledge of statutory school administrative requirements (e.g. attendance returns, school census, admissions processes)	E	AF / SP
Awareness of health and safety requirements within a school setting	E	AF/SP
Knowledge of nursery funding, EYFS administration, or early years processes	D	AF/SP
Safeguarding		
Criterion	Requirement	Assessed by
Understanding of and commitment to safeguarding and the promotion of the welfare of children and young people	E	AF / SP / Ref
Knowledge of safeguarding procedures in a school setting, including the role of the Designated Safeguarding Lead (DSL)	E	AF / SP
Willingness to undertake an enhanced DBS check and any required safeguarding training	E	AF
Up-to-date safeguarding training (e.g. KCSIE awareness)	D	AF
Personal Qualities		
Criterion	Requirement	Assessed by
Well-presented, articulate, and professional in manner — able to represent the school positively to pupils, parents, staff, and visitors	E	SP

Friendly and approachable, yet able to maintain appropriate boundaries and be firm when required	E	SP
Naturally builds positive working relationships with a wide range of stakeholders, including pupils, parents, staff, and governors	E	SP / Ref
Discreet and trustworthy when handling sensitive or confidential information	E	AF / SP / Ref
Self-motivated, uses initiative, and able to work independently as well as part of a team	E	SP / Ref
Committed to the values and ethos of a Church of England school community	E	AF / SP
Commitment to equality, diversity, and inclusion in the workplace	E	AF / SP
Flexible and adaptable in a busy school environment	E	SP / Ref

This person specification should be read alongside the Job Description for the Senior Administrative Officer (SO1) post at Millbrook Park CE Primary School