



**School Office Administrator
Person Specification**

CRITERIA	Essential	Desirable
Good literacy skills	✓	
Evidence of being highly organised and a good communicator	✓	
Significant experience in administrative roles	✓	
Familiarity with West Sussex systems		✓
Training relevant to post	✓	
Experience of looking after children's welfare in work role	✓	
School office experience		✓
Medicines training		✓
First aid training		✓
Awareness of and commitment to safeguarding of children.	✓	
Familiarity of computerised pupil data records or use of other school databases (eg. BROMCOM)	✓	
Experience of communication application and systems.	✓	
Thorough knowledge of clerical processes	✓	
Good Microsoft Office skills	✓	
Confident at written and verbal communication	✓	
Experienced reception duties and good people skills	✓	