



Liverpool College

Person Specification

Post Title: Office Administrator

Characteristics	Essential	Desirable	Evidence
Experience and Knowledge	Experience of working in a busy office environment	Experience of working within a school Experience of using management information systems Experience of working with young people, preferably in a school setting	A, I, R A, I A, I
Skills	<p>Ability to undertake a variety of administrative functions</p> <p>Ability to work independently, prioritise workload, manage time effectively</p> <p>A willingness to be flexible, demonstrating a “can-do” attitude</p> <p>A commitment to the aims and objectives of the whole school and an understanding of how this post will contribute to fulfilling these aims</p> <p>Willingness to learn new skills for professional development</p> <p>An understanding of the practice of confidentiality in school</p> <p>A commitment to safeguarding and promoting the welfare of children</p>	Ability to use a range of IT packages including Microsoft Office and web-based applications	<p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

A-Application

I-Interview

R-Reference

Personal Attributes	Ability to develop and maintain good working relationships		A, I, R
	Good organisational skills		A, I, R
	Ability to work as part of a team		A, I
	Ability to work under pressure		A, I
	Ability to keep calm in difficult situations		A, I, R
	Excellent communication skills, verbal and written – positive telephone manner and face-to-face.		A, I, R
	Ability to deal with all aspects of school life and communicate with students, parents, staff, governors, visitors.		A, I, R