

PERSON SPECIFICATION

Central Office Administrator

Category	Essential	Desirable
<p>QUALIFICATIONS</p> <p>GCSEs or equivalent, including English and Maths.</p> <p>Relevant administrative or customer service qualifications are desirable.</p> <p>Evidence of continuous professional development.</p>	<p>*</p> <p>*</p> <p>*</p>	
<p>EXPERIENCE</p> <p>Previous experience in a receptionist or customer service role.</p> <p>Demonstrable experience of working in an office administration role</p> <p>Experience of a range of computer applications and a willingness to learn new systems</p> <p>Experience working in an educational setting is advantageous.</p>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p>
<p>SKILLS</p> <p>Excellent communication and interpersonal skills.</p> <p>Be proactive in identifying and addressing administrative needs.</p> <p>Excellent organisational skills and attention to detail.</p>	<p>*</p> <p>*</p> <p>*</p>	

<p>Efficient in using IT systems, including Microsoft Office Suite.</p> <p>Strong organisational skills with attention to detail.</p> <p>Ability to handle multiple tasks efficiently.</p> <p>Ability to work independently, manage own workload and use initiative for resolving conflicting priorities</p> <p>Driving Licence</p>	<p>*</p> <p>*</p>	<p>*</p> <p>*</p>
<p>QUALITIES & APTITUDE</p> <p>Friendly and approachable demeanour.</p> <p>Ability to remain calm under pressure.</p> <p>Commitment to flexibility and proactive problem-solving</p> <p>Commitment to the values and ethos of the school.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	

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