

THE BISHOP OF WINCHESTER ACADEMY

Person Specification- Office Administrator

Ethos

Essential

- Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.
- Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
- All academy post-holders are expected to contribute to the development of young people and the community.

Education, Training and Qualifications

Essential

- Degree level qualification
- GCSE Mathematics and English at grade C or above or equivalent.

Skills and Abilities

Essential

- A committed and highly motivated team player.
- Excellent written and verbal communication skills.
- A good organiser who is able to work under pressure.
- Excellent interpersonal and liaison skills.
- ICT literate with the ability to word process and accurately record data.
- Able to work on own initiative, with minimal supervision and guidance.
- Ability to manage own time effectively and assume responsibility.
- Ability to remain calm and contribute to the resolution of problems.
- Flexible and able to respond quickly to new situations.

Specialist Knowledge

Essential

- Understanding of Data Protection requirements.

Desirable

- Knowledge, skills and experience in the use of SIMS or other database packages.

Experience

Essential

- Experience of customer care and delivering front line services.

Desirable

- Special skills and experience in working with young people particularly within a school setting and in partnership with other agencies.

Other

Essential

- Fully committed to the academy's Equal Opportunities Policy.
- Willingness to attend training for SIMS applications.