



Mawsley C.P School

Person Specification – Office Administrator

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Experience working in an administrative role within a busy environment • Confident using IT systems, including email, databases and Microsoft Office • Experience handling enquiries from parents, carers or visitors • Experience maintaining accurate records and managing information securely 	<ul style="list-style-type: none"> • Experience working in a school or educational setting • Familiarity with school MIS systems • Experience updating websites or digital communication platforms Knowledge of the Data Protection act First Aid Qualification
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational skills and ability to prioritise • Strong written and verbal communication skills • Ability to remain calm, professional and welcoming under pressure • High accuracy and attention to detail • Ability to work independently and use initiative • Ability to work collaboratively as part of a team • Quick to learn new systems and processes 	<ul style="list-style-type: none"> • Ability to produce clear written communication for newsletters or website updates • Confidence supporting colleagues with basic IT queries
Personal Qualities	<ul style="list-style-type: none"> • Warm, friendly and approachable • Nurturing and patient, with a genuine interest in supporting children and families • Flexible and adaptable with a calm approach to challenges • Reliable, trustworthy and committed to confidentiality • Positive attitude and willingness to contribute to a supportive school culture 	
Commitment	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Willingness to undertake relevant training and development • Alignment with the school's values of kindness, teamwork and striving to be one's personal best 	