



Bramber Primary School
PERSON SPECIFICATION – Office Co-ordinator

	Essential Qualities	Desirable Qualities
Qualifications and Training	Good standard of education. Attainment of GCSEs or equivalent to include English and Maths	Experience of Bromcom; CPOMs, First Aid at Work (3 day) qualification (required before the appointment can be confirmed - training will be provided if necessary).
Experience	<p>Previous administration experience, keeping accurate records and of dealing with information of a confidential nature.</p> <p>Excellent IT skills including Microsoft Office software – Word (including mail merge), PowerPoint, Excel, Outlook and use of the Internet.</p>	Experience of working in a school office environment
Skills and abilities	<p>Ability to communicate effectively in a verbal and written form to a range of audiences</p> <p>Able to work independently and on own initiative, remaining calm under pressure. Managing a variety of competing priorities and meeting deadlines.</p> <p>Excellent interpersonal skills; having the ability to relate well to pupils, parents, staff and governors;</p> <p>Calm and polite telephone manner</p> <p>Ability to develop and maintain contacts with external agencies.</p>	
Personal Qualities	<p>Integrity, impartiality and confidentiality</p> <p>Excellent people skills, demonstrating patience, tact and sensitivity.</p> <p>Sympathetic to the needs of others, but pleasantly persistent when necessary.</p> <p>Friendly, open and positive disposition with</p>	<p>To have interests outside of education and school.</p> <p>Able to demonstrate a commitment to equal opportunities</p>

	<p>a 'can do' approach.</p> <p>Positive attitude to participate in further training and development opportunities offered by the school</p> <p>Willingness to learn and ask for advice</p> <p>Ability to work well in a team with a flexible and co-operative approach</p> <p>An enjoyment of working with children and families.</p> <p>Hard-working, conscientious and punctual. Flexible approach to working hours</p>	
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