



Office Administrator Requirements		
	Essential	Desirable
Education, Training and Qualifications	<p>Maths and English (GCSE 4 or higher – Grade C or above O Level equivalent)</p> <p>Microsoft Office competence</p>	Microsoft Office training
Experience, Knowledge and Understanding	<p>Knowledge of School MIS systems and school software</p> <p>A willingness to safeguard all children within the academy</p> <p>Understanding data protection principles is important when handling sensitive information.</p>	<p>School Office or other Reception experience</p> <p>An understanding of safeguarding children procedures</p>
Skills and Abilities	<p>Willing and able to work to deadlines</p> <p>Accuracy and attention to detail are crucial for tasks like managing student records, processing financial information, and ensuring accurate paperwork.</p> <p>Hardworking, flexible and responsive to change.</p> <p>Ability to work collaboratively with all school staff and parents.</p>	<p>Able to use initiative and find solutions.</p> <p>Willing to work with The Friends of The King's (PTS fundraising group) in supporting the community food and hygiene hub logistics.</p>

	<p>Good communicator with effective organisational skills.</p> <p>Self-motivated and able to work efficiently and effectively with minimum supervision.</p> <p>The ability to identify and solve routine problems effectively is important</p>	
Personal Qualities	<p>A friendly and helpful attitude is required when interacting with parents, staff, and students.</p> <p>Ability to promote a positive ethos and maintain high standards</p> <p>Adopt and promote Christian values.</p> <p>Ability to multi-task and prioritise efficiently.</p>	<p>Warm, friendly, open personality.</p> <p>Resilient and robust.</p> <p>The ability to understand and respond to the needs of diverse individuals is important.</p>

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.