M23

Employee Specification Form

Post Number	
Job Title	Office Administrator
Department	Church Drive Primary School
Prepared by and date	Ashlee Wise 4/11/2026

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • Good standard of numeracy and literacy, equivalent to GCSE maths and English Grade C or above	A	• First aid qualification	A/I
Experience • Prior office experience • Experience of working with Microsoft packages e.g. Word/Publisher/Excel • Ability to handle confidential information • Ability to work without supervision	A A A A/I A/I A/I	• Proficient in school based computer software applications e.g. SIMS/Arbor • Knowledge of attendance policies and procedures • Evidence of recent and relevant training • Working with the public, including children	A/I
Knowledge and skills • Excellent time management skills • Strong record keeping skills • Willingness to undertake further relevant training • Excellent written and verbal skills • Ability to establish good working relationships with staff, pupils, parents and outside agencies • Proven ability to provide administrative support	A/I A/I A/I A/I A/I A/I	• Knowledge of relevant policies and legislation	A/I

• Ability to work on own initiative, work effectively under pressure, manage own time and workload • Awareness of safeguarding procedures	A/I A/I		
Special Requirements • Enthusiasm and ability to work as part of a team and understand the need for confidentiality • Be able to support the ethos of the school	A/I A/I	• A commitment to continuing professional development	A/I

NB. Candidates must meet essential requirements to apply.

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.
Any candidate who does not meet the essential requirements must be rejected.
Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.
A candidate should not be rejected for failing to meet any single desirable requirement.
Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?
To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).
Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified
Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc