TRINITY ST STEPHEN CHURCH OF ENGLAND FIRST SCHOOL
Office Administrator

	Essential	Desirable
Qualifications	Administrative qualification, for example NVQ L3 or equivalent experience	
Skills and Experience	• ICT literate • Excellent communication skills. Be able to relate to visitors and pupils in a friendly and calm manner • Used to handling confidential material • A range of secretarial experience such as letter writing, minute taking, photocopying, providing a telephonist and receptionist service • Have experience of using data bases to store information	• Up to date experience of SIMS
Personal Qualities	• Good communication skills with all stake holders • Trustworthy, honest and professional behaviour at all times • Emotional resilience in working in a range challenging and fast paced situations • A desire to learn • Have a willingness to demonstrate commitment to the values and ethos of our Church school • A sense of humour	