



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org

Headteacher: Mr A Morrissey

www.broadwaterce.org

Broadwater Church of England Primary School

Job Title: Office Administrator and Extra Curricular Coordinator

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and experience	Essential: Relevant NVQ level 3 (or equivalent) GCSE's at grades 9 to 4 (A*-C) including English and Maths IT skills- confident in using Word, Excel and Outlook Experience of working with children Training available: First Aid, management information system. Desirable: Previous medical experience First Aid trained
Skills and knowledge	Excellent communication skills Good organisational skills Accurate with attention to detail Proactive and highly motivated Empathy when dealing with children and care for their well being Good knowledge of health and safety procedures A commitment to undertake training and continuous professional development Disseminate best practice to colleagues The ability to remain calm when under pressure and manage time effectively.
Personal	Displays an awareness, understanding and commitment to the protection and safeguarding of children Enjoyment of working with children Self-motivated and enthusiastic Patient, tolerant and friendly approach Honest, trustworthy and reliable with a flexible approach Commitment to maintaining confidentiality at all times Promote the Vision and Values of the school Contribute to the school's commitment to equality of access to opportunities to learn and to develop all pupils.