



Employee Specification

Company	Utopia
Job Title	Office Administrator
Responsible to	Headteacher
Prepared by & date	Chris Black, Managing Director - 19th September 2026

Essential Attribute	Identified by	Desirable Attribute	Identified by
Qualifications			
- A minimum of 5 GCSEs grade A-C - GCSE or Equivalent in ICT related qualification	Application	- Further study in Business Administration related field - Exams officer training - Safeguarding training - First Aid qualified	Application
Experience			
2 years' experience working in and office environment, answering phones and using ICT systems	Application/ Interview	- Experience working within a school environment. - Experience of using school MIS systems - Experience of administrating public examinations - Experience working with SEND young people	Application/ Interview
Skills and Abilities			
- Ability to be flexible and adaptable to the needs of the organisation - Excellent IT skills including use of Word, PowerPoint, Excel. - Strong organisational skills and ability to prioritise workload effectively	Application/ Interview	Proficient in using both Windows and Apple operating systems	Application/ Interview

Special requirements			
• Approachable, reliable and flexible with an excellent sense of humor. • Confidence and the ability to communicate with a wide range of stakeholders. • Passion, resilience, and relentless optimism. • Ability to promote and endorse the Utopia core values and ethos.	Reference/ Interview		