



## Person Specification for Administrative Assistant

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate very good standards of literacy and numeracy, including GCSE English Language and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications</li> </ul>
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>• Practical experience of working in an office environment</li> <li>• Experience of working within a school office</li> <li>• Experience of working with different stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using SIMS</li> <li>• Primary School experience</li> <li>• Knowledge of Ofsted Safeguarding requirements.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>• Effective communicator with children, staff and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in fostering good relationships between all members of the school community</li> </ul>
<b>Professional skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of using email and Microsoft Office programmes</li> <li>• Excellent oral and written communication and IT skills</li> <li>• Ability to communicate complex issues effectively by telephone, in writing, by e-mail and in person</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of SIMS</li> <li>• Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A sound primary school philosophy that values each child</li> <li>• Well developed time management and administrative skills</li> <li>• Empathy with children whatever their needs</li> <li>• Ability to work with minimum supervision, maintaining a calm and methodical approach to work</li> <li>• A positive attitude and a sense of humour</li> <li>• A good record of attendance and health</li> <li>• Commitment to working in a team to achieve a common goal</li> <li>• Ability to stay calm under pressure</li> <li>• Willingness to learn and develop new skills</li> </ul>	