



## Garlinge Primary School and Nursery

### Person Specification for Administrative Assistant

Information provided on the application form will be assessed against the criteria listed on this Person Specification to shortlist candidates for interview.

<b>Qualifications</b>	<p>NVQ Level 2 or equivalent in Business or Administration is desirable</p> <p>GCSEs or equivalent at Grade 4/C or above in English and Maths is essential</p>
<b>Experience</b>	<p>Proven experience of administrative procedures is essential</p> <p>Working and collaborating with a team is essential</p> <p>Working with young people and their families is desirable</p> <p>Experience of using SIMS.net is desirable</p>
<b>Desirable skills and abilities</b>	<p>Verbally communicate information clearly and professionally to a range of people</p> <p>Convey information concisely and accurately in writing to a range of people</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to respond quickly and effectively to issues as they arise</p> <p>Ability to accurately input data, investigating queries and anomalies as required</p> <p>Excellent attention to detail</p> <p>Ability to produce a range of documents and reports using Microsoft Office package and school database functions</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to operate computerised and manual filing systems and to make improvements where necessary</p> <p>Take personal responsibility for organising day to day workload</p>
<b>Desirable knowledge</b>	<p>Demonstrate a basic understanding of the work of a school</p> <p>Good knowledge and proficiency in a range of computer applications – including Microsoft Office 365</p> <p>Demonstrate an understanding of confidentiality, data protection, safeguarding and health &amp; safety legislation</p>