



Godinton Primary School

PERSON SPECIFICATION – ADMINISTRATIVE ASSISTANT

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE Grade C+ or equivalent in English and Maths 	<ul style="list-style-type: none"> • Qualifications relating to office administration
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Experience of working within an office environment as part of a team • Good reading and writing skills • Good numeracy skills • Knowledge of Microsoft 365 (including Excel) • Experience as a first aider • Wide range of administrative skills including timetabling • Ability to multi-task and prioritise 	<ul style="list-style-type: none"> • Experience in a school environment • Experience of working with a school management information system e.g. SIMs • Experience of website management • Previous experience of managing medical needs / first aid • Previous experience of using school communication systems e.g. ParentMail
COMMUNICATION	<ul style="list-style-type: none"> • Able to use correct English grammar and punctuation • Ability to use clear language to communicate information • Ability to listen effectively • Overcome communication barriers with children and adults • Ability to negotiate effectively with adults and children • Ability to write reports, letters and emails • Act as the welcoming face of the school. 	
WORKING WITH OTHERS	<ul style="list-style-type: none"> • Ability to make a proactive contribution to the school team • Work effectively with a range of adults (staff, parents, professionals, 	

	<p>visitors, contractors and members of the local community).</p> <ul style="list-style-type: none"> • Understand and value the role of parents and carers in supporting children • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Know when, how and with whom to share information • Ability to follow instructions accurately and to use initiative 	
WORKING WITH CHILDREN	<ul style="list-style-type: none"> • Understand and implement the school's behaviour policy • Ability to understand and support children with developmental difficulty or disability • Ability to support children who are unwell, need medical attention or assistance with personal care as required. • Understand and support physical and emotional wellbeing 	<ul style="list-style-type: none"> • Experience of working with children in a professional capacity
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work as part of a team • Understand and implement child protection (Safeguarding) procedures • Ability to use own initiative • Ability to remain calm under pressure • Understand procedures and legislation relating to confidentiality • Ability to manage own time effectively • Awareness of and commitment to equality 	