



Ospringe CE Primary School
Person Specification: Administrative Assistant

<u>Criteria</u>	<u>Essential or Desirable</u>	<u>Checklist</u>
<u>Knowledge / Qualifications</u> <ul style="list-style-type: none"> • Computer literate • A good level of literacy and numeracy (GCSE English and Maths or equivalent) • A working knowledge of using SIMS management information system • A knowledge of a range of school-based administrative tasks 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	
<u>Experience</u> <ul style="list-style-type: none"> • Experience of using office computer systems and Microsoft software packages • Experience of working in a school in an administrative capacity • Experience of basic financial procedures preferably in a school or similar public sector environment 	<p>E</p> <p>D</p> <p>D</p>	
<u>Personal Characteristics</u> <ul style="list-style-type: none"> • A genuine interest in working with children and being part of the school community • Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner • Ability to work on initiative and work well under pressure and to deadlines • Ability to maintain high standards of confidentiality • Confident telephone manner and ability to note down accurate messages • A willingness to attend training courses which assist in this role 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	