

# Sutton Valence Primary School

## Person Specification: Office Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proficient in a range of ICT tools, including Microsoft Word and Outlook, with a strong focus on maintaining accurate and comprehensive records.</li><li>• Experienced in customer-facing roles within fast-paced environments, demonstrating excellent communication and problem solving skills under pressure.</li><li>• Skilled in working with children, with the ability to communicate clearly and effectively while building positive, supportive relationships.</li></ul>	<ul style="list-style-type: none"><li>• Experience working in a busy school office environment, managing a wide range of tasks including welcoming visitors, liaising with parents and supporting children.</li><li>• Experience of using various school management systems, including SIMS, FMS6, SchoolComms, SchoolPing, to handle payments, attendance and pupil records efficiently.</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Strong communication skills, both verbal and written, with the ability to engage effectively with a wide range of audiences.</li><li>• Excellent organisational skills, with the ability to manage multiple tasks, prioritise effectively and maintain accuracy under pressure.</li><li>• Proactive and supportive in assisting the School Business Manager (SBM) and senior leadership team in the smooth running of school operations.</li><li>• Collaborative team player, committed to promoting a positive and cooperative working environment.</li></ul>	<ul style="list-style-type: none"><li>• Sound understanding of administrative procedures, office systems and day to day school-based processes.</li><li>• Knowledge of GDPR regulations and best practices in relation to school administration.</li></ul>

	<ul style="list-style-type: none"> <li>• Professional demeanour with the ability to build and maintain effective working relationships with colleagues.</li> <li>• Confident in engaging with stakeholders, whether in person, over the phone or via email, with professionalism and clarity.</li> <li>• Reliable in meeting deadlines and managing competing priorities efficiently.</li> <li>• Demonstrate ability to handle sensitive information with discretion and maintain strict confidentiality.</li> <li>• Committed to professional development, with a positive attitude toward learning and continuous improvement.</li> <li>• Awareness and respect for equality, diversity and inclusion, with a sensitivity to the views and needs of others.</li> <li>• Knowledge of health and safety practices within the workplace and their importance in a school setting.</li> </ul>	
<b>General education</b>	<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs (or equivalent) including Maths and English</li> </ul>
<b>Professional behaviours</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children, in line with the school's policies and ethos.</li> <li>• Consistently demonstrate and promote the school's core values in all aspects of work.</li> <li>• Dedicated to delivering high quality service and maintaining high standards of professionalism at all times.</li> <li>• Actively pursue opportunities for continuous learning, growth and professional development.</li> <li>• Foster a positive, open mindset and lead with enthusiasm, contributing to a friendly, collaborative, and supportive school environment.</li> </ul>	

<sup>1</sup>This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.