



### Person Specification – Administrative Assistant

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE – Maths and English Grade C or equivalent.</li> <li>• NVQ Level 2 or equivalent.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Recent, relevant experience of an administrative role, preferably in a primary school.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A good standard of English and Maths.</li> <li>• Ability to take personal responsibility for organising day to day workload, organising and prioritising tasks to achieve deadlines.</li> <li>• Ability to communicate effectively, courteously and confidentially in person and on the telephone with a good standard of spoken English.</li> <li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using Word and basic Excel spreadsheets. Knowledge of SIMS database package would be an advantage.</li> <li>• Ability to deal calmly, tactfully and effectively with both adults and children.</li> <li>• Ability to convey information clearly and accurately both orally and in writing to a wide range of people.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Ability to use own initiative to solve problems and respond proactively to unexpected situations.</li> <li>• Willingness to attend training courses to extend skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of procedures for a wide range of administration activities including knowledge of Microsoft Office packages.</li> <li>• Awareness of Data Protection and confidentiality issues.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>• Understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>