



Person Specification

Job Title: Administration Assistant

Responsible to: The Director of School Business, The Headteacher, Office Manager and Governing Body

Attributes/Requirements	Essential	Desirable	How Identified
Education, Qualifications and Vocational Training			
Microsoft Word and Excel experience	Yes		C I
ICT qualification – Level 2 or above		Yes	A C
Prepared to engage with relevant training as necessary	Yes		I R
First Aid qualification		Yes	C
Maths and English GCSE (A-C) or equivalent	Yes		A C
Customer Service NVQ Level 3 or above		Yes	A C
Experience			
Experience of general administration duties	Yes		A I R
Experience of using SIMs at part of school office admin duties	Yes		A I R
Experience working on own initiative and as a member of a team	Yes		R
Experience of communicating with the public, professionals and children	Yes		I R
Experience of prioritising and managing tasks and deadlines	Yes		R
Knowledge and skills			
Effective organisational skills	Yes		I R
Communication and inter-personal skills.	Yes		I R
Working knowledge of ICT and organisational systems	Yes		I R
Working with SIMs and FMS	Yes		I R
High standard of Literacy and Numeracy	Yes		I R
Ability to pay attention to detail	Yes		I R
An understanding of Primary Education		Yes	A R
Personal Characteristics			
Integrity, reliability, flexibility	Yes		R
Flexible and adaptable to the changing needs of the school	Yes		R
Excellent Telephone/Customer Service Manner	Yes		I R
Proven team working/development.	Yes		R
Confident, warm and friendly	Yes		I R
Ability to work on own initiative and part of a team	Yes		R
A positive attitude to personal development and training	Yes		I R
Ability to maintain confidentiality	Yes		R
Physical Attributes			
Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments).	Yes		I R

Please note that qualifications must be verified by producing the relevant certificates during the selection process

Key- A Application C Certificate I Interview R Reference