

Cannon Lane Primary School
Person Specification: School Administrative Assistant



	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • English and Maths to GCSE equivalent Grade C 	
Experience	<ul style="list-style-type: none"> • Experience of working successfully and co-operating as a member of a team • Experience of working with different stakeholders • Experience of working under pressure and prioritising workload in order to meet strict deadlines • Experience of working with children and young people 	<ul style="list-style-type: none"> • Experience in administration within a school office environment • Experience in using SIMS and knowledge • Previous experience of school admissions • Experience of using ParentPay and school comms • Office experience of at least 2 years
Professional Values	<ul style="list-style-type: none"> • Establish and maintain good professional relationships with pupils, parents and staff • Adopt a flexible approach to working • Ability to work under pressure, meet deadlines and keep calm • Possess integrity, honesty, perceptiveness and commitment to fairness 	
Knowledge and understanding	<ul style="list-style-type: none"> • Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health and safety and inclusion • Have knowledge and awareness of the importance of confidentiality and data protection 	
Skills	<ul style="list-style-type: none"> • Communicate effectively, both verbally and in writing, to all stakeholders • Be able to prioritise workloads and have excellent time management • Highly effective administration and organisational skills • Confident in the use of Microsoft Office 	
Personal characteristics	<ul style="list-style-type: none"> • Organised and resourceful • Ability to work independently and as part of a team • Excellent interpersonal skills and ability to respond sensitively to others • Be able to use initiative • Punctual, approachable and empathetic 	