

## Person Specification – Admin Assistant



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Willing to pursue further professional development</li> </ul>	<ul style="list-style-type: none"> <li>A paediatric First Aid qualification (or willingness to achieve one)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Worked / volunteered within an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Worked within a primary school setting</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Arbor</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Able to work in a way that promotes the safety and wellbeing of children</li> <li>Excellent organisation and communication skills</li> <li>Excellent consistent use of spoken and written standard English</li> <li>Able and committed to good and productive working relationships with children, colleagues, parents and the wider community</li> <li>Flexible and responsive to changing demands, with a positive attitude</li> <li>Competent in the use of IT, including SharePoint</li> <li>Able to stay calm in a pressured environment</li> </ul>	<ul style="list-style-type: none"> <li>Prepared to undertake training to support the meeting of individual needs</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>High standards of personal organisation</li> <li>Resilient, passionate and hard-working</li> <li>Able to build trust and mutual respect between children, families and staff</li> <li>A cheerful disposition and good sense of humour</li> <li>Energetic, warm and caring</li> <li>Able to follow direction and use initiative</li> </ul>	