

Administration Assistant (Level 2)

Person Specification

Linked to AA2 Role Profile

Personal Attributes	Essential (E) or Desirable (D)
Qualifications	
GCSE Maths & English or equivalent at grade C or Specific school or general administration/finance qualification at Level 2 or equivalent	E
Specific school or general administration/finance qualification at Level 3 or equivalent	D
Any other relevant qualifications	D
Experience	
Administration experience of a busy office	E
Experience of financial management /finance procedures and systems	E
Experience of handling and accounting for cash	D
Experience of monitoring pupil attendance	D
Current experience of working within SIMS.net or similar MIS schools' IT systems	D
Experience of working with PS Financials or similar schools' financial management packages	D
Knowledge/Skills/Abilities	
Current knowledge and experience of using Microsoft Office applications	E
Excellent interpersonal skills and the ability to develop effective team work with colleagues, parents and outside agencies	E
First Aid or willingness to undertake training	E
Ability to work under pressure and demonstrate a friendly professional 'front of house' persona both over the telephone and in person	E
Ability to communicate appropriately & effectively both verbally and in written form	E
Ability to work as part of a team and independently, using own initiative and having high levels of motivation	E
Ability to meet deadlines and prioritise conflicting requirements	E
Possess good organisation skills	E
Ability to manage correspondence and all work efficiently and confidentially	E
Ability to complete and submit complex internal and external returns	E
Ability to work in a methodical and systematic way, with good time management	E
Ability to type / word process letters, reports, newsletters etc. and take meeting minutes	E
Willing to work occasional flexible hours to enable attendance at governor's meetings if required	D
Other	
Have the desire to play a full role in the life of the school	E
Have a commitment to meeting the needs of the children and the school community	E
Have a commitment to complying with all safeguarding training and requirements	E
Have a commitment to upholding/supporting the Christian ethos of our Church of England school	E
Demonstrate a high level of confidentiality	E
Show commitment to sustain excellent attendance at work	E
Have a friendly, caring and positive approach to staff, children and parents	E
Have a willingness to undertake training	E
Be of smart appearance	E
Have a sense of humour!	E