**FOXFIELD PRIMARY SCHOOL**

**Person Specification**

Job Title: Administrative Assistant

Essential knowledge:

* NVQ3 or equivalent qualification or experience in relevant discipline.
* Knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Essential skills and abilities:

* Excellent numeracy and literacy skills.
* Effective use of ICT packages.
* Use of relevant equipment/resources.
* Excellent keyboard skills.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to prioritise tasks according to the needs of the school.
* Ability to identify own training and development needs and cooperate with means to address these.
* Being proactive in your role and having the confidence to work independently.
* Willingness to help other colleagues during busy times.

Essential experience:

* General clerical/administrative/financial work.
* Recent experience of working in a busy, front of house reception.

Desirable experience:

* Experience of using SIMs and FMS, although training is available.