

PERSON SPECIFICATION

POST TITLE: Administration Assistant - Attendance

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Good knowledge and understanding of relevant ICT packages (Word, Excel, PowerPoint, Outlook and SIMS)
- Knowledge of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid (training will be given if necessary)

Experience

- Demonstrable experience of clerical / administrative work in a busy office environment.
- Knowledge of SIMS would be an advantage.
- Previous Attendance and Admissions experience would be desirable.

Skills & Abilities

- Excellent telephone manner
- Good numerical skills to undertake a variety of tasks, e.g. collecting monies, maintaining accounts for schools activities.
- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, maintaining diaries, producing a range of correspondence
- Good keyboard / computer for production of reports, correspondence, inputting / updating personnel or financial information.
- Able to relate well to and enjoy working with children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing advice on first aid etc.
- Able to demonstrate sensitivity and tact and maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration
- Must be organised and able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips Must be organised

and possess strong multi-tasking skills.

- Able to deal with more complex queries and know when to refer to more senior staff
- Posses a friendly manner and be able to work constructively as part of a team and to understand school roles and responsibilities and own position within these.
- Be Flexible and adaptable and enjoy new challenges.
- Able to identify own training and development needs and co-operate with means to address them
- The ability to speak Spanish would be an advantage.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.