



"We love to learn, we like to play, we do our best in every way."

Person Specification Administrative Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● GCSE to at least grade C or equivalent in Maths and English ● Entitled to live and work in the UK 	<ul style="list-style-type: none"> ● Administration or other secretarial qualification ● First Aid qualification
Experience	<ul style="list-style-type: none"> ● Working in a busy office environment ● Experience of successfully working as a member of a team 	<ul style="list-style-type: none"> ● Working within education ● Working with primary aged children ● Working in a finance related role ● Experience of updating a website and using social media ● Experience of document versioning and tracking ● Archiving and storage electronic and physical documents
Knowledge & Understanding	<ul style="list-style-type: none"> ● Good knowledge and is confident in using Google software ● Understand the statutory requirements of legislation concerning data protection 	<ul style="list-style-type: none"> ● An aptitude for new IT applications. ● A knowledge of school management systems including Pupil Asset and ParentMail. ● Understand the statutory requirements of legislation and concerning safeguarding, including Child Protection, Health and Safety and inclusion.
Skills	<ul style="list-style-type: none"> ● Promote the school's aims, vision and values positively. ● Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way. ● Recognise the importance of confidentiality. ● Work effectively and efficiently under pressure. 	

	<ul style="list-style-type: none"> ● Good oral and written communication skills. ● Problem-solver with a 'can-do' approach. ● Be able to prioritise workload and meet deadlines. ● Promote a positive working environment. 	
<p>Personal characteristics</p>	<ul style="list-style-type: none"> ● Adaptable. ● Organised, purposeful and resourceful. ● Excellent communication skills. ● Flexible & team player. ● Ability to keep calm and focussed in pressurised situations. ● Maintain a professional demeanour at all times. ● Be prepared to work as part of a team, understanding everyone's role and responsibilities within the school and how this position fits within these. 	