MONTBELLE PRIMARY SCHOOL

PERSON SPECIFICATION

Primary School Administration Assistant

Qualifications

To be numerate

To be able to work on VAT related exercises

To be able to use a bank giro slip

To be literate

Experience

Sound clerical experience – a minimum of at least 2 years administrative experience

Experience of work in a busy office – ideally gained in an educational setting, but not an essential requirement

Experience of a variety of clerical skills

Work under pressure

Knowledge

Knowledge of: Wordprocessing (Word, Excel and Outlook skills)

 Typing

 Filing systems

 Knowledge of reprographic systems

Skills

Good typing/word processing skills

Ability to handle a large volume of extremely varied work, organise own work, identify work priorities, multitask and meet deadlines

Provide clerical/administrative support

Ability to work with a range of personnel (Head Teacher, teaching and support staff, parents and pupils

Ability to communicate effectively with a wide range of people, both verbally and using written communication

Ability to work effectively with positively within a team

Ability to remain calm in all situations

An understanding of the need for confidentiality

Basic numeracy skills

Telephone skills

Interpersonal skills

Communication skills

Letter drafting skills

Literacy skills – reading, spelling, proof reading

Other Job Specific Requirements

Willingness to be flexible with working hours to respond to schools’ needs and to undertake work related training

Commitment to quality and continuous improvement

Commitment to the Council’s Equal Opportunities Policy

Understanding of Health and Safety issues

Commitment to safeguarding and promoting the welfare of children

Excellent attendance record