

Christ Church C of E Primary School

Job Description:

Administration Assistant

Mission Statement:

Our mission is to be a school with high standards in the classroom, the playground and throughout the school, encouraging each child to achieve his or her maximum potential in all areas of life - by learning and by developing and growing into the person that God intends each one to become.

Ideally the post holder will have the following person specification.

Essential/Desirable Knowledge:

- NVQ 3 or equivalent qualification or experience in relevant discipline.
- Good knowledge of first aid.
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation.
- A good understanding of and commitment to equal opportunities policies and its relationship to the Local Education Authority.
- The ability to use information technology to an intermediate standard

Essential skills and abilities:

- Good numeracy/literacy skill
- Good interpersonal skills.
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Good keyboard skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.
- Ability to identify own training & development needs & cooperate with means to address these.
- The ability to undertake a wide range of administrative tasks.
- The ability to adapt to both varying tasks and those of a routine nature.
- The ability to absorb information readily and speedily and work under pressure.
- The ability to respond effectively to staff, outside agencies, the Local Education Authority, suppliers and the general public at all levels, both in person and over the telephone.
- A good understanding of the need for confidentiality.
- Proven literacy, numeracy and communication skills.

Essential experience:

- General clerical/administrative.

Special conditions:

- Willingness to undertake further training as required.
- The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.
- The physical ability to perform the duties of the post with the support of aids and adaptations if necessary.
- Sympathy with the Christian Ethos of the School.