

**PERSONNEL SPECIFICATION**

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| **Job Title** | Admin Assistant |
| **Band** | B |
| **Hours/Weeks** | 20 hours per week term time |
| **Special Conditions** |  |
| **School** | Perryfields High |
| **Responsible to** | Head Teacher |

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| Sickness Absence and Disability | A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.  Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made). |
| Qualifications | Educated to GCSE Grade C in English and Maths (or equivalent)  Word Processing qualification at intermediate level (or equivalent)  . |
| Experience | Word processing experience  Previous experience in a busy school office environment  Experience in the use of SIMS module |
| Training | Willing to attend relevant training |
| Special Knowledge | Knowledge of Microsoft Word  Use and knowledge of SIMS system  Good ICT skills  Experience in a school office environment  Experience of dealing with people on the telephone |
| Circumstances | Ability to work when the school is open (Term Time working)  Willingness to work flexibly to meet the requirements of the post |
| Disposition | Flexible approach  Patience and understanding  Able to work in demanding situations and as part of a team.  Able to work on own initiative  High level of accuracy and attention to detail |
| Practical and Intellectual Skills | Good spelling and grammar.  Effective communication skills  Ability to interpret instructions |
| Legal Requirements | Enhanced DBS Check |