

**PERSON SPECIFICATION**  
**Admin Assistant**



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English</li> <li>• Enhanced DBS clearance (can be organised on appointment)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in an office/admin environment, dealing with face to face or phone interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a School Office</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of ICT systems including word processing, spreadsheets and presentation software.</li> <li>• An understanding of primary education</li> <li>• Understanding of the importance of confidentiality and discretion</li> <li>• Understanding of Safeguarding</li> <li>• A willingness to administer medicine and first aid (training available)</li> </ul>	<ul style="list-style-type: none"> <li>• Specific knowledge of School MIS systems, preferably SIMs</li> <li>• Experience of a financial management system</li> <li>• Experience of updating and managing websites</li> <li>• Previous training in safeguarding</li> <li>• Up to date first aid training</li> </ul>
<b>PROFESSIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• The ability to establish professional relationships quickly and work co-operatively as a member of a team</li> <li>• A willingness to interact with the school community and a commitment to inclusion</li> <li>• The ability to manage workload and keep to deadlines</li> <li>• The ability to communicate effectively, both verbally and in writing, in a wide range of situations</li> <li>• Planning &amp; organising skills including time management and prioritisation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of issues surrounding child protection issues</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• The ability to build and sustain effective working relationships with staff, parents and pupils</li> <li>• Commitment to work flexibly</li> <li>• A caring and pastoral attitude towards staff and pupils</li> <li>• Energy and enthusiasm</li> <li>• A sense of humour</li> <li>• Committed to continuing professional development</li> </ul>	