 St Peter’s CE Primary School

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| Person specification form | | |
| Post title: Administration Assistant | Grade: C | |
| Requirements  (based on the job description) | Essential (E) or  desirable (D) | To be identified by: application form (AF),  interview (I),  reference (R) or other (give details) |
| Qualifications  5 GCSEs at Grade 4/C or above (including English Lang & Maths) | E | AF |
| Appropriate training in the use of ICT systems including Microsoft Office | E | AF |
| NVQ level 3 Business Administration or equivalent  ECDL, or equivalent IT qualification | D  D | AF  AF |
| Experience  Experience of School administration systems – SIMS, Payment schemes etc or a willingness to undertake training in information management systems | E | AF/I |
| Experience of Microsoft Office | E | AF/I |
| Preparation and presentation of reports, letters/documents | E | AF/I |
| Working in a school office environment | E | AF/I |
| Experience of working as a team member | E | AF |
| Knowledge, skills and abilities  Good organisational skills  Ability to work as part of a high performing Team | E  E | AF/I  AF/I |
| Ability to plan and work successfully and accurately to completing priorities and deadlines | E | AF/I |
| Ability to communicate well with staff, children, parents & governors | E | AF/I |
| Ability to work on own initiative and as part of a team | E | AF/I |
| Ability to maintain confidentiality | E | AF/I |
| To act in a courteous manner and polite manner when dealing with children, staff, parents and outside agencies | E | AF/I |
| To work efficiently, take initiative and be adaptable to new changes and procedures  Excellent communication skills both orally and visually with adults and staff  Excellent written communication, spelling and grammatical skills  Experience of utilising reprographics equipment | E  E  E  E | AF/I    AF/I  AF/I  AF/I |
| Other (including special requirements)   1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Satisfactory attendance record/commitment to regular attendance at work 5. Commitment to support the Christian ethos of the school 6. Commitment to school events and support for the PTA | E  E  E  E  E  E | I  I  I  R  I  I |