

West Leigh Junior School – Admin Assistant PERSON SPECIFICATION

E = Essential D= Desirable	Criteria
Qualifications, Education and Knowledge	
A pass in GCSE (or equivalent) English and Maths	E
Knowledge of SIMs	D
Experience	
Experience of working in a school office environment	D
Experience of working effectively with colleagues, pupils and parents	D
Knowledge and understanding of child protection and safeguarding in a primary school	E
Skills and abilities	
Up to date knowledge of developments in Education	D
Knowledge and understanding of school management systems	D
Confident and competent user of IT e.g. EXCEL, WORD	E
Confident and competent user of Office 365	E
Knowledge and understanding of budgeting systems	D
First Aider or knowledge of basic First Aid (training will be provided)	E
Achieving and sustaining high standards	E
Effective organisational skills	E
Ability to work well with stakeholders	E
Commitment to the personal welfare and safeguarding of children	E
Possess good active listening and communication skills, both written and oral.	E
Ability to work unsupervised and use initiative when required.	E
Ability to work flexibly as part of an office team	E
Personal Abilities	
Good interpersonal/communication skills	E
Ability to reflect and self-evaluate	E
Excellent telephone manner/telephone style	E
High expectations of conduct	E
Commitment to equal opportunities and safeguarding policies.	E
Good organisational skills, able to prioritise and manage own time	E
Willingness to be involved in the wider life of school	D
Ability to work to agreed targets and deadlines	E
Possess a high level of integrity, a positive personality, sensitivity to other's needs.	E
Ability to work independently and as part of team.	E
Ability to work under pressure and be flexible	E
Ability to maintain professional relationships	E
Possess the ability to keep confidential matters and information to themselves.	E

Drive, enthusiasm and a desire to innovate	E
Pay close attention to detail and gain the trust of parents and pupils	E
Good sense of humour	E
Presents a positive and high professional impression to all	E