

Whitehills Primary School



Admin. Assistant: Person Specification

Attributes	Essential	How tested	Desirable	How tested
Qualifications/ Training				
Education	Good Standard of education especially in Literacy and Mathematics. IT literate – competent user of Microsoft.	AF	GCSE in Literacy and Mathematics (or equivalent)	AF
Experience				
In School	Previous experience of working with members of the public e.g. receptionist. Some knowledge of how a school runs. Experience of working with others in a team. Committed to safeguarding children.	AF	Previous office experience in a school setting. Knowledge of SIMS database Understanding of GDPR	AF
Skills	Demonstrate skills in Literacy and Numeracy. IT literate – competent user of Microsoft. Good communication skills with both adults and children. Good interpersonal and intrapersonal skills. Good organisational skills. Ability to maintain strict confidentiality and demonstrate discretion.	AF/I	Knowledge of website maintenance.	AF/I
Relationships	Able to establish and develop good relationships with all involved in the school. Commitment to the school's wider community. Positive, proactive attitude. Approachable and reliable.	I	Desire for continued personal development.	I
Equal Opportunities	Commitment to equality of opportunity. Commitment to race and gender equality and social inclusion. Understanding of the need to promote positive role models.	I		AF/I

AF = Application Form

I = Interview and other activities

Tests and Presentations may also be used and the person specification can indicate which areas are to be measured by these.