



Copley Junior School



ADMINISTRATIVE ASSISTANT PERSON SPECIFICATION

ATTRIBUTES /REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</p>	<p>Willingness and ability to obtain and/or enhance qualifications and training for development in the post. GCSE in Maths and English or equivalent. Ability to demonstrate appropriate skill levels of oracy, literacy and numeracy in all areas. Willingness to undertake professional development related to the role.</p>	<p>NVQ level 2 minimum. First Aid Certificate. Evidence of continued professional development related to the role.</p>	<p>Examination of Certificates Application Form Interview</p>
<p>RELEVANT EXPERIENCE</p>	<p>Previous experience of working in an office environment, dealing with both face to face and telephone interactions</p>	<p>Previous experience of working in a school office</p>	<p>Application Form Interview References</p>
<p>KNOWLEDGE AND SKILLS</p>	<p>Good working knowledge of ICT systems including word processing, spreadsheets and presentation software Understanding of the importance of Safeguarding Understanding of Health and Safety Procedures Understanding of Data Protection, GDPR and confidentiality Understanding of the School's ethos</p>	<p>Specific knowledge of School MIS Systems, preferably SIMS and ParentPay Knowledge of Microsoft software packages and online survey systems Experience of financial management systems Experience of managing social media and websites to maintain the business brand Annual Safeguarding Training First Aid Training</p>	<p>Application Form Examination of Certificates Interview References</p>



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PERSONAL CHARACTERISTICS	Ability to relate well to children and adults, being sensitive to their individual needs. Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these. Ability to communicate effectively in English, both written and verbally. Ability to work flexibly in support of the school. Works with a high degree of accuracy. Resourcefulness, enthusiasm, patience, resilience and a sense of humour. Ability to work independently and with initiative. Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.		Application Form Interview References
CONTRA-INDICATORS	A satisfactory record check being undertaken by the Disclosure and Barring Service		