Person Specification – Administrative Assistant- Sc 2

Category	Essential Criteria	Desirable Criteria	Assessment Method
Qualifications	• GCSE (or equivalent) in English and Mathematics (Grade 4/C or above) • Level 2/3 qualification in Business Administration or equivalent experience	• First Aid qualification • Safeguarding training	Application Form / Certificates
Experience	• Previous experience in an administrative or office environment • Experience working in a busy setting with competing priorities • Experience dealing with parents, visitors and external agencies • Experience using Microsoft Office (Word, Excel, Outlook) • Experience maintaining accurate records and filing systems	• Experience working in a primary school setting • Experience using school management systems (e.g., SIMS, Arbor, Bromcom) • Experience supporting attendance or admissions processes	Application Form / Interview / References
Knowledge & Understanding	• Understanding of general office procedures • Awareness of safeguarding and child protection responsibilities • Understanding of confidentiality and data protection requirements • Basic knowledge of health and safety procedures	• Knowledge of primary school policies and procedures • Understanding of school attendance regulations	Application Form / Interview
Skills & Abilities	• Excellent communication skills (written and verbal)	• Ability to provide basic first aid or medical support to pupils	Interview / Task

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	• Friendly and professional manner when dealing with children and parents • Strong organisational skills and ability to prioritise workload • High level of accuracy and attention to detail • Good IT skills • Ability to work independently and as part of a team • Ability to remain calm under pressure	• Ability to support school events and trips administratively	
Personal Qualities	• Warm, approachable and child-centred attitude • Reliable and punctual • Flexible and adaptable • Committed to safeguarding and promoting the welfare of children • Positive and supportive team member	• Willingness to contribute to wider school life	Interview / References
Other Requirements	• Willingness to undergo an enhanced DBS check • Commitment to equality, diversity and inclusion • Commitment to ongoing professional development		Application Form / Pre-employment Checks