



St Peter and St Paul Church Primary School

Let Your Light Shine



An aspirational school where children are equipped with the knowledge, skills and values to thrive academically and socially, and develop the self-belief to embrace their future lives with confidence as God intended them to.

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

PERSON SPECIFICATION

Administrative Assistant

This person specification lists the requirements that are necessary for this post. In your application, please make specific reference to each of the criteria below and demonstrate how you meet the requirements.

Qualifications	
Essential	Desirable
<ul style="list-style-type: none">GCSE English and maths (or equivalent)First aid qualificationEvidence of commitment to undertaking further training	
Experience	
Essential	Desirable
<ul style="list-style-type: none">Experience of working within a school office team and monitoring and maintaining an accurate record of pupil attendanceCarrying out administrative tasksDealing with face-to-face and telephone interactionsWorking with children and young peopleWorking and collaborating within a teamAdministering first aid and medicationEntering data into a cashless system for trips and school lunches	<ul style="list-style-type: none">Experience of using SIMS and Tucasi

Skills and knowledge	
Essential	Desirable
<ul style="list-style-type: none"> ● Good oral and written communications skills ● Ability to respond quickly and effectively to issues that arise ● Ability to plan, organise and prioritise to meet deadlines ● Ability to use own initiative and take action accordingly ● Excellent attention to detail ● Ability to use IT packages including word processing, spreadsheets and presentation software ● Ability to use relevant office equipment effectively ● Ability to build effective working relationships with colleagues ● Understanding of data protection and confidentiality ● Understanding of safeguarding 	<ul style="list-style-type: none"> ● Have previous experience of working in a Church of England school and understand what is distinct about a Church of England setting
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● Embraces change well ● Deals with difficult situations effectively 	