

### Person Specification – Administration Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) – without which the candidate would be rejected.

Desirable (D).

A = Application form, I = Interview.

• At least 2 years experience in a Primary School Office environment.	D	A
• Able to communicate effectively with all stakeholders (parents, carers, pupils, colleagues, governors, school community, LA and external agencies).	E	I
• Ability to work with minimal supervision and direction.	E	A, I
• Ability to adjust to constantly changing work demands to meet competing deadlines.	E	A, I
• Ability to act and work on own initiative as well as part of a team.	E	A, I
• Ability to make effective decisions.	E	A, I
• Committed to the principles of equality of opportunity and safeguarding.	E	A, I
• Knowledge and experience of relevant ICT systems including email, Microsoft office, and SIMS, or willing to be trained.	E	A, I
• Commitment to continuous professional development.	E	A, I
• Able to work flexibly to meet the needs of the school.	E	A, I
• Capable of handling a demanding workload and successfully prioritising work.	E	A, I
• A calm and organised nature.	E	A, I
• Excellent verbal and written communication skills.	E	A, I
• Excellent time management and organisation skills.	E	A, I