

Alder Grove CofE Primary School

Admin Assistant PERSON SPECIFICATION

| | Ess | Des | MOA |
|---|-----|-----|-------|
| KNOWLEDGE / QUALIFICATIONS | | | |
| Good standard of general education e.g. GCSE English and Mathematics C grade+ | * | | A/C |
| High standard of written English | * | | A/I |
| Good knowledge of School Management Information System | * | | A/I |
| First Aid Training (or willingness to qualify) | | * | A/C |
| Safeguarding Training | * | | A/C |
| EXPERIENCE | | | |
| At least one-year experience in a similar environment | * | | A/I |
| Experience of working within a busy, diverse environment | * | | A/I/R |
| SKILLS | | | |
| Excellent communication and interpersonal skills | * | | A/I/R |
| High level of IT skills (including knowledge of Word, Excel, Outlook) | * | | A/I |
| Able to work independently but also as part of a team | * | | A/R |
| Have high level of attention to details | * | | A/R/I |
| Excellent organisational skills – able to prioritise workload | * | | A/R |
| BEHAVIOUR AND OTHER CHARACTERISTICS | | | |
| Flexibility and use of initiative | * | | A/I/R |
| Confidentiality and sensitivity | * | | A/I/R |
| Caring and positive attitude | * | | A/I/R |
| Tact, diplomacy and integrity | * | | A/I/R |
| Ability to stay calm under pressure | * | | A/I/R |
| Good sense of humour | * | | A/I/R |

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference, C=Certificate