



Person Specification

Post Title: Admin Assistant

Setting: Norwood Primary School

Essential Criteria

Qualifications & Training

- GCSEs (or equivalent) in **English and Mathematics** at Grade 4/C or above.
- Willingness to undertake relevant training (e.g. safeguarding, data protection).

Experience

- Previous experience in an **administrative or office-based role**.
- Experience of working in a **busy, customer-facing environment**.
- Experience of maintaining records accurately and confidentially.

Skills & Knowledge

- Good standard of **written and verbal communication**.
- Competent IT skills, including **Microsoft Office** (Word, Excel, Outlook).
- Ability to use school management systems or willingness to learn new systems.
- Understanding of the importance of **confidentiality and data protection**.
- Ability to manage multiple tasks, prioritise workload, and meet deadlines.

Personal Qualities

- Friendly, professional, and approachable manner.
- High level of **organisation and attention to detail**.
- Reliable, flexible, and able to work under pressure.
- Ability to work effectively **as part of a team** and independently.
- Commitment to safeguarding and promoting the **welfare of children**.

Desirable Criteria

Experience

- Experience of working in a **school or educational setting**.
- Experience of dealing with parents, pupils, and external agencies.
- Experience of handling finance tasks such as orders, invoices, or payments.

Skills & Knowledge

- Familiarity with school systems (e.g. SIMS, Arbor, or similar).
- Knowledge of **school office procedures**, attendance processes, or admissions.

- First Aid qualification or willingness to undertake training.

Personal Attributes

- Calm and professional approach in challenging situations.
- Genuine interest in working within a **primary school environment**.
- Commitment to equality, diversity, and inclusion.

Safeguarding

This post is subject to an **enhanced DBS check**.

The successful candidate will be expected to share the school's commitment to safeguarding and promoting the welfare of children.