



KALEIDOSCOPE
Multi Academy Trust



Crockerne
Church of England
Primary School

Person Specification: Admin Assistant

Crockerne C of E Primary School

JOB TITLE: Administrative Assistant

PERSON SPECIFICATION

We are looking for an enthusiastic person with charm, humour and who is calm under pressure. They should be a team player who enjoys a mix of routine and ad hoc tasks.

The successful applicant will be positive, responsive, have a flexible attitude to work and be able to communicate easily with colleagues, children and parents and should be fully supportive of the Christian aims and ethos of the school.

Honesty, integrity and confidentiality are essential qualities for the role.

How your application will be assessed:

(A) – Application (D) Documentary Evidence (I) – Interview

	Application (A)	Documents (D)	Interview (I)
QUALIFICATIONS			
Maths and English equivalent to GCSE C or above	✓	✓	
Relevant, successful administrative experience within a busy office environment with the ability to multi-task, work as part of a team and independently (minimum 12 months)	✓	✓	✓
KEY SKILLS & ABILITIES			
Excellent working knowledge of ICT systems including word processing, spreadsheets and presentation software including experience of Office 365, SharePoint and Teams	✓		✓
Excellent organisational and communication skills (written and oral), and the ability to demonstrate their use	✓	✓	✓
Ability to work accurately under pressure without close supervision and to prioritise workload	✓		✓
Demonstrable experience of managing and producing social media and updating websites	✓	✓	✓
Demonstrable understanding of Safeguarding and Child Protection as it relates to the post of school administrator	✓		✓
Demonstrable understanding of Health and Safety and First Aid within a school environment	✓		✓

Demonstrable understanding of Data Protection and confidentiality	✓		✓
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Commit to and engage with on-going professional development and performance management	✓	✓	✓
PERSONAL QUALITIES			
A friendly and positive outlook with a sense of humour	✓		✓
A flexible approach to work			✓
Demonstrable understanding of the school's vision, values and ethos			✓
DESIRABLE EXPERIENCE			
Previous experience in a School Office (or similar)	✓	✓	✓
Experience of supporting or managing financial admin tasks such as invoice payment and recording	✓		✓
Knowledge of using Management Information Systems (MIS)	✓		✓