



Redbourn Primary School

Administration Assistant - Person Specification

| Requirement | Essential | Desirable |
|---|--|--|
| Qualifications/ Training: | <ul style="list-style-type: none"> • Willingness to undertake training. | <ul style="list-style-type: none"> • Previous experience of working in a school office. • NVQ2 qualification or equivalent. • Basic first aid training. |
| Experience: | <ul style="list-style-type: none"> • Clerical/administrative experience. | <ul style="list-style-type: none"> • Experience of working with children and understanding of their needs. |
| Skills: | <ul style="list-style-type: none"> • Excellent interpersonal skills and friendly manner. • Competent IT skills (confident with Microsoft Word, Excel). • Able to work as part of a team. • Demonstrable written and oral communication skills, including strong grammar, punctuation and spelling. | <ul style="list-style-type: none"> • Able to use a variety of online resources and websites. |
| Knowledge: | <ul style="list-style-type: none"> • Good standard of literacy and numeracy. | |
| Values/ Personal Attributes: | <ul style="list-style-type: none"> • Well organized and efficient. • Reliable. • Able to act on own initiative. • Calm. • Sense of humour. • Flexible. • Commitment to the safeguarding of children. | |