



WARD JACKSON CHURCH OF ENGLAND PRIMARY SCHOOL – ADMINISTRATION ASSISTANT - PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSEs in Maths and English at grade C or above 	<ul style="list-style-type: none"> NVQ4 or equivalent in a relevant discipline Word processing / typing qualifications Evidence of further training Willingness to attend further training First Aid qualification (or willingness to work towards) Up to date Safeguarding Experience (or willingness to complete)
Experience	<ul style="list-style-type: none"> Previous administrative experience Experience of using database systems Experience of maintaining efficient and accurate IT records Experience of working successfully and co-operatively as a member of a team 	<ul style="list-style-type: none"> Experience of administrating financial procedures Experience of school-based systems, including Arbor and Parentpay Experience of working within an education environment Experience of maintaining Health and Safety logs/ checks
Skills & Knowledge	<ul style="list-style-type: none"> Thorough knowledge of Microsoft Office, Teams and OneDrive (Word, Excel, PowerPoint and email) Excellent verbal and written communication skills Excellent organisational skills Problem solving, negotiating & decision-making skills Ability to multi-task Numerical and analytical skills Ability to prioritise workload and meet deadlines 	<ul style="list-style-type: none"> Knowledge of Health and Safety procedures and requirements Knowledge of School & Local Authority policies and procedures Knowledge of attendance reporting Knowledge of stock monitoring and preparing inventories Knowledge of procurement and obtaining 'best value' Knowledge of safeguarding and child protection procedures

	<ul style="list-style-type: none"> • Ability to provide advice, guidance and information to various audiences 	
Personal Qualities	<ul style="list-style-type: none"> • Positive and flexible approach to work • Ability to work to tight deadlines and under pressure • Ability to maintain all aspects of confidentiality • Self-motivated and a strong work ethic • Ability to work on own initiative and as part of a team • A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships • To be professional at all times • An understanding of and commitment to equal opportunities and anti-discriminatory practices for both children and adults • Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude • Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development 	