



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 disciplineWord processing / typing qualificationsEvidence of further trainingWillingness to attend further trainingFirst 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 experienceExperience of using database systemsExperience of maintaining efficient and accurate IT recordsExperience of working successfully and co-operatively as a member of a team	<ul style="list-style-type: none">Experience of administrating financial proceduresExperience of school-based systems, including Arbor and ParentpayExperience of working within an education environmentExperience 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 skillsExcellent organisational skillsProblem solving, negotiating & decision-making skillsAbility to multi-taskNumerical and analytical skillsAbility to prioritise workload and meet deadlines	<ul style="list-style-type: none">Knowledge of Health and Safety procedures and requirementsKnowledge of School & Local Authority policies and proceduresKnowledge of attendance reportingKnowledge of stock monitoring and preparing inventoriesKnowledge 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 	