

**CHATER INFANT SCHOOL
PERSON SPECIFICATION**

Administration Assistant

Responsible to: School Secretary
Grade: H2 / H3
Pro Rata Salary Range:
Contract Type: Initially Fixed Term, Term Time only Plus 1 Week (39 Weeks Per Year)
Hours: 30 Hrs Per Week (8.45am to 3.45pm)

Person Specification Administration Manager
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Education, Experience and Knowledge	Essential	Desirable
5 or more GCSE Grade C or equivalent including English and mathematics	✓	
Relevant qualification or evidence of training (SIMS experience)		✓
Experience of working in a similar role		✓
Knowledge of current office practices and procedures	✓	
Experience/Knowledge of office practices and procedures in an educational setting		✓
Experience of maintaining electronic and paper-based systems		✓

Attributes	Essential	Desirable
Excellent communication, organisational & interpersonal skills	✓	
Able to work independently and, at the same time, understand the value of team work	✓	
Able to be flexible, use own initiative and work proactively to problem solve	✓	
Have a high level of accuracy and attention to detail, and high standards of work presentation	✓	
Able to quickly establish positive working relationships with children, staff, parents and other individuals, from within and outside the school	✓	
Able to maintain complete confidentiality and discretion at all times, and employ tact and diplomacy in difficult/sensitive situations		
Able to remain calm when under pressure, maintain a good sense of humour and a positive attitude	✓	
Able to plan and prioritise own workload and manage conflicting demands	✓	
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and maintain a high standard of professionalism	✓	
Enthusiasm, energy and commitment	✓	
ICT literate and be able to operate both Word and Excel at an intermediate level		✓
Commitment to the ethos and the children we serve	✓	
Commitment to safeguarding & promoting the welfare of children and young people	✓	
Willingness to undertake additional training, keep up-to-date with changes and developments in good practice	✓	
Awareness of and adherence to data protection and safeguarding requirements, and a commitment to equality of opportunity	✓	
Excellent punctuality and professional conduct	✓	