

Central Primary School

Person Specification

Administrative Assistant



	Essential	Desirable
Qualifications & Experience	• GCSE English and Mathematics (Grade C/4+) or equivalent. • Experience of working in an administrative, office or customer service role. • Experience of using IT systems and office software. • Experience of working with confidential information.	• Previous experience of working in a school office. • Experience of using Arbor or another MIS. • Experience of attendance or financial administration.
Knowledge & Skills	• Excellent organisational skills and the ability to prioritise workload. • Good written and verbal communication skills. • Ability to maintain accurate records and work with attention to detail. • Ability to build positive relationships with pupils, parents, colleagues and external agencies. • Ability to work independently and as part of a team.	• Knowledge of GDPR, safeguarding or attendance procedures.
Personal Qualities	• Kind, patient and approachable. • Honest, professional and able to maintain confidentiality. • Calm, resilient and reliable. • Positive attitude with a willingness to learn and support others.	• Good sense of humour and willingness to contribute to the wider life of the school.
Safeguarding	• Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people • Displays commitment to the protection and safeguarding of children and young people.	• Previous safeguarding training within an educational setting.