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| Job Title            | Administrative Assistant    |
| Department           | Stanton Road Primary School |
| Prepared by and date | S McShane July 2026         |



### Employee Specification Form

| Essential Personal Attributes |                                                                                                                                                                                                                                                                                                                                                            | Stage Identified | Desirable Personal Attributes                                                                                                                                             | Stage Identified |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>GCSE in maths and English</li> </ul>                                                                                                                                                                                                                                                                                | App              | <ul style="list-style-type: none"> <li>ECDL or equivalent</li> <li>First Aid</li> </ul>                                                                                   | App              |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Recent and relevant administrative experience</li> <li>Proficient with ICT applications including Word, Excel, Email and Internet</li> <li>Experience of dealing with members of the public</li> </ul>                                                                                                              | App              | <ul style="list-style-type: none"> <li>Experience of working in a school office</li> <li>Experience of monitoring pupil attendance</li> <li>Knowledge of Arbor</li> </ul> | App              |
| <b>Knowledge and skills</b>   | <ul style="list-style-type: none"> <li>Ability to meet deadlines</li> <li>Understanding of confidentiality</li> <li>Ability to be able to analyse attendance data and follow up issues and concerns</li> <li>Ability to liaise with other professionals re attendance issues</li> <li>Awareness of child protection and safeguarding procedures</li> </ul> | App              | <ul style="list-style-type: none"> <li>Knowledge of national issues around attendance</li> </ul>                                                                          | App              |
| <b>Special Requirements</b>   | <ul style="list-style-type: none"> <li>Adaptability and ability to use initiative as appropriate</li> <li>Understanding of school attendance importance</li> <li>Sense of humour</li> <li>Ability to work as part of a team</li> <li>Good people skills</li> </ul>                                                                                         | Int              | <ul style="list-style-type: none"> <li>Understanding of data protection</li> <li>Understanding of national issues around attendance</li> </ul>                            | Int              |