



Chaucer Junior School

Person Specification: School Admin Assistant

		Essential	Desirable
Qualifications	English and Maths (able to demonstrate numeracy and literacy skills relevant to the role).	X	
Computer Skills	Excellent computer skills in a variety of programmes including Word, Excel, Forms and Outlook.	X	
	Proficient use the internet and email.	X	
	Experience of maintaining a website.		X
	Experience of using an MIS system (e.g. Arbor)		X
	Ability to navigate unfamiliar systems and apps	X	
Knowledge and Experience	Previous experience of working in an office environment, dealing with face-to-face interactions.	X	
	Previous experience working in a school office.		X
	Understanding of data protection and confidentiality.	X	
	Awareness of safeguarding and health & safety procedures.		X
Personal Attributes	Knowledge of the school's equal opportunities policy.	X	
	Able to work successfully as part of a team.	X	
	Able to develop and sustain good professional relationships.	X	
	Friendly, approachable and sympathetic where required.	X	
	Good attention to detail and level of professionalism.	X	
	Demonstrates resilience, innovation and initiative.	X	
	Works well under pressure.	X	
Other	Good time management skills and ability to prioritise and organise workload to meet deadlines.	X	
	Demonstrates flexibility and adaptability in dealing with changing situations.	X	
	A commitment to partnership with the community. Prepared to contribute to the work of the school. Committed to the promotion of positive school ethos.	X X X	