



# BANNOCKBURN

## Primary School

### Person Specification

**School:** Bannockburn Primary School  
**Job Title:** Admin Assistant  
**Grade:** Scale 3

<b>Qualifications &amp; Experience</b>	<b>D (Desirable) E (Essential)</b>
A good standard of general education, usually including GCSEs (or equivalent) in English and Mathematics.	E
Further qualifications (e.g., A-Levels, NVQ Level 3 in Business Admin, or a recognised IT qualification)	D
Professional experience in a busy, multi-functional office environment or a customer-facing administrative role	E
<b>Technical Skills &amp; Abilities</b>	
Advanced working knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).	E
Experience using databases such as Bromcom	D
Experience in coordinating meetings, diary management, minute-taking, trip booking, and managing office equipment (printers, telephones etc.)	E
A clear understanding of GDPR regulations to handle sensitive and confidential records	E
<b>Skills &amp; Personal Attributes</b>	
Excellent verbal and written communication skills for liaising with staff, pupils, parents and other members of the school community	E
Strong time-management capabilities with the ability to handle multiple priorities and meet deadlines in a fast-paced environment.	E
High levels of discretion, initiative, and the ability to work calmly under pressure	E
Calm, Consistent, Clear, and Caring	E
The ability to take direction, work alongside teachers, and collaborate as part of a wider school team.	E
A strict commitment to child protection, health and safety, and confidentiality	E