**Acre Rigg Infant School**

**PERSON SPECIFICATION - ADMINISTRATION ASSISTANT – Grade 3 (Point 12-16)**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | * 4 GCSE Grades A-C including Maths and English Language (or equivalent) | Willingness to further professional qualifications | Application form  Selection process  Pre-employment checks |
| Experience | * Experience of IT Packages including Microsoft Word and Excel. * Experience of working in a busy office environment * Cash handling – collection, reconciliation and banking of monies | Experience of using SIMS (School Information Management System) | Application form  Selection process  Pre-employment checks |
| Skills/Knowledge | * Excellent communication skills * Ability to work under pressure and to deadlines * Accuracy * Good computer skills. * Good inter-personal skills. * Excellent organisational skills. * The ability to work as part of a team and also to use initiative. |  | Application form  Selection process  Pre-employment checks |
| Personal Attributes | * Deal sensitively with people and resolve conflicts. * Ability to show initiative and exercise good judgment. * Awareness of the confidential nature of the post. * Enthusiastic and eager to learn |  | Selection process  Pre-employment checks |