**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 formSelection processPre-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 formSelection processPre-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 formSelection processPre-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 processPre-employment checks |