Burnhope Primary School

**Person Specification – Administration Assistant (2) Grade 3**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **APPLICATION**  Evidence in:   * application form * letter of application | * Fully supported by two references * Well-structured supporting letter showing a clear desire to work in Burnhope Primary School |  |
| **QUALIFICATIONS**  Evidence in:   * application form | * 4 GCSEs A-C (or equivalent), including English and maths * NVQ 2 or 3 in Business Administration or relevant equivalent qualification | * ICT qualification / accreditation eg ECDL |
| **EXPERIENCE**  Evidence in:   * application form * letter of application | * Minimum 1 year in school office environment | * Receptionist experience * Previous experience of working in a school office |
| **PROFESSIONAL KNOWLEDGE, UNDERSTANDING & SKILLS**  Evidence in:   * letter of application * interview * references | * Be confident in the use of Microsoft Office programmes * Experience of banking procedures / cash handling * Working knowledge of SIMS * Working knowledge of SIMS Dinner Money * Able to use software to organise and maintain budgets * Able to gather information, analyse and use judgement * Manage conflicting demands * Plan and prioritises workload * Possess good telephone manner * Experience of reprographics | * Experience of working with school management programmes eg FMS   Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion |
| **PERSONAL ATTRIBUTES**  Evidence in:   * application form * letter of application * interview * references | * Willingness to be fully involved and committed to all aspects of ‘Burnhope life’ * A willingness to learn and develop new skills * Caring attitude towards pupils and parents * Possess well developed interpersonal skills and the ability to develop and maintain excellent relationships with pupils, staff and parents * Ability to maintain confidentiality * Ability to present oneself as a role model to pupils in; speech, dress, behaviour, and attitude. * Able to work independently and as a team * Self-motivated, reliable, and hard working. * Diplomatic & tactful | * Sense of humour * Resilience * Experience of working with and/or developing links with parents and/or the wider community |
| **SPECIAL REQUIREMENTS** | * Be willing to undergo an Enhanced Criminal Records Bureau disclosure check * Be willing to undergo a pre-employment health check |  |