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
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| **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
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| **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
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| **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
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| **SPECIAL REQUIREMENTS** | * Be willing to undergo an Enhanced Criminal Records Bureau disclosure check
* Be willing to undergo a pre-employment health check
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