Bournmoor Primary School **Person Specification – Admin Assistant – Scale 3**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **APPLICATION**  Evidence in:   * application form * letter of application | * Completed application form and supporting covering letter * Fully supported by two references |  |
| **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 * First aid qualification |
| **EXPERIENCE**  Evidence in:   * application form * letter of application | * Experience of working in an office environment * Experience of handling confidential/sensitive information | * Experience of working in a school office environment * Receptionist experience |
| **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 * Able to gather information, analyse and use judgement * Manage conflicting demands and be able to problem solve successfully * Plan and prioritise workload * Possess excellent telephone manner * Experience of reprographics | * Experience of working with school management programmes eg SIMS, FMS, Parent Pay * 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 | * A willingness to learn and develop new skills * A willingness to support all staff within the school and be flexible * 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 | * 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 |  |