



Hotspur Primary School

Person Specification – Level 1 Administrative Assistant

Factor	Essential	Desirable	Assessment Means
Skill, Knowledge and Aptitudes	<ol style="list-style-type: none"> 1. Excellent interpersonal skills 2. High standard of oral and written communication 3. Good level of ICT skills and confident in the use of Microsoft Office programmes 4. Ability to manage admin and clerical procedures 5. Commitment to equal opportunities 	<ol style="list-style-type: none"> 6. Familiarity with school admin procedures and systems e.g. SIMS 	Application form Interview procedures References
Qualifications and Training	<ol style="list-style-type: none"> 1. GCSE Grade C in Maths and English or equivalent 	<ol style="list-style-type: none"> 2. GCSE Grade C in Maths and English or equivalent 3. Relevant ICT training 4. Training in SIMS 	Application form Certificates
Experience	<ol style="list-style-type: none"> 1. Working in an office environment 2. Experience of handling confidential and sensitive information 	<ol style="list-style-type: none"> 3. Working in a school setting 	Application form Interview procedures References
Disposition	<ol style="list-style-type: none"> 1. Confident in dealing with a range of different people and situations 2. Calm and professional 3. Reliable and self-reliant 4. Well organised and able to prioritise 5. Good sense of humour 6. Positive outlook 		Interview procedures References
Special Requirements	<ol style="list-style-type: none"> 1. No adverse criminal record 2. Ability to maintain confidentiality at all times 	<ol style="list-style-type: none"> 3. Good attendance record 	DBS check References Application form