

**SILVER TREE PRIMARY SCHOOL & NURSERY**

**GRADE 4 - ADMINISTRATION ASSISTANT**

**PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

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|  | **ESSENTIAL** | **DESIRABLE** | **HOW CRITERIA IS ASSESSED** |
| **Application** | * Well-structured supporting letter **in addition to the application form** showing a clear desire to work in Silver Tree Primary School & Nursery |  | - Letter |
| **EDUCATION/ QUALIFICATIONS** | * Minimum of 5 GCSEs or equivalent A-C grade including Maths and English * NVQ Level 3 in administration or equivalent | * Certificate in School Administration * Additional qualifications specific to secretarial/admin/IT | * + Application Form   + Certificates |
| **EXPERIENCE** | * Experience of establishing and maintaining administrative systems * Experience of working in an admin role within a school environment for at least one year * Working knowledge of SIMS * Be confident in the use of Microsoft Office and email programmes * Able to gather information, analyse and use judgement * Manage conflicting demands * Plan and prioritises workload * Possess good telephone manner * Experience of reprographics | * Experience of FMS systems * Previous experience of working in a school office | * + Application Form   + References   + Interview |
| **SKILLS / KNOWLEDGE** | * Ability to listen sensitively and deal with people in a sympathetic and tactful way * Ability to communicate effectively both orally and written using a variety of media * Ability to correspond and liaise with external agencies * Ability to demonstrate use of own initiative * Ability to work as an effective member of a team * Ability to prioritise, plan and organise work/tasks both in advance and with short notice * Excellent literacy and numeracy skills * Ability to manage time effectively and work to deadlines | * Knowledge of Local Government procedures specific to schools * Knowledge of website maintenance | * + Application Form   + References   + Interview |
| **PERSONAL QUALITIES** | * Organised and efficient * Enthusiastic, self-motivated, reliable and hard working * Pleasant manner when dealing with colleagues, pupils, parents, visitors and Governors * Confidentiality * Tactful, discreet * Ability to present oneself as a role model to pupils in; speech, dress, behaviour, and attitude * Willingness to be fully involved and committed to all aspects of ‘school life’ * Flexible approach to work * Punctual | * Willingness to undergo further training | * + Application Form   + References   + Interview |