

**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
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| **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
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| **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
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| **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
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