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***Easington Colliery Primary School***

Person Specification

**Administration Assistant – Grade 2**

|  | **Essential** | **Desirable** | **Evidence** |
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| **Qualifications and Abilities** | * GCSE English and Maths A-C or equivalent * Willingness to undertake relevant training | * First Aid * Holder of D1 licence and have undertaken or be willing to undertake MIDAS training | * Application form * Certificates |
| **Experience** | * Recent experience of working in an office environment * Dealing with members of the public * Working within a team and using own initiative * Computer literate and able to use a variety of software packages e.g. letters, spreadsheets etc * Dealing with finance - Monitoring monies, paying invoices etc | * Working in a school office * Using SIMs and FMS software * Working with children * Experience of educational trips or visits * Communicating with parents/carers | * Application form * Interview |
| **Skills and Qualities** | * Good customer service skills * Ability to work under pressure * Excellent organisational skills * Ability to communicate verbally and in writing |  | * Application form * Interview * References |
| **Equal Opportunities** | * Commitment to the School’s Equal Opportunities Policy, Special Needs Code of Practice, Disability Discrimination Act, * Commitment to the Safeguarding Practices and Procedures |  | * Application form * Interview |
| **Disposition** | * Sense of humour * Professional manner * Friendly and approachable * Reliable and with good time keeping * To take a full and active role in the life of the whole school |  | * Interview * References |