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|  **Etherley Lane Primary School****Person Specification****Administration Assistant – Grade 3** |  |
| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION**  | * 4 GCSEs (A-C) including Maths and English or equivalent.
 | * Qualifications in ICT/Admin
 | * Application Form
* References
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| **QUALIFICATIONS** | * Experience of working successfully and co-operatively as a member of a team
* Experience of using a range of ICT systems
* Experience of record keeping systems and accurately updating information
* Experience of working within a busy primary school office
* First Aid Training
 | * Experience of cash handling
* Experience of dealing with the general public
 | * Application Form
* References
* Certificates
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| **EXPERIENCE** | * Knowledge of a range of ICT systems and computer applications
* Knowledge of Microsoft Word/Excel
* Knowledge of SIMS /FMS
* Knowledge of Parentpay
* Knowledge of Inventry
* Knowledge of Teachers2Parents
* Knowledge of Safeguarding
 | * Experience of school policies and procedures
 | * Application Form
* References
* Interview
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| **SKILLS AND KNOWLEDGE** | * Good ICT and keyboard skills
* Excellent organisational skills
* Excellent communication and interpersonal skills
* Ability to plan and prioritise workload and meet deadlines
* Ability to collate data
* Ability to communicate effectively both verbally and in writing
* Ability to build and sustain effective working relationships with a wide variety of people e.g. .staff (both teaching and non-teaching), pupils/children, Governors, parents and the wider community
 | * To be able to produce and present information to a variety of audiences.
* To be able to provide advice and guidance to various audiences
 | * Application Form
* Reference
* Interview
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| **PERSONAL QUALITIES**  | * Ability to work as part of a team
* Ability to use own initiative
* Ability to work under pressure
* Ability to be flexible and adaptable
* Ability to identify own strength and weaknesses
* Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development.
* Be a good role model to pupils in speech, dress, behaviour and attitude.
 | * Evidence of commitment to continuous professional development
* The ability to amend and adapt ways of working to increase productivity
 | * Application Form
* Reference
* Interview
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