

# GRANGETOWN PRIMARY SCHOOL

## PERSON SPECIFICATION – ADMIN ASST



**POST TITLE:** Administrative Assistant

**GRADE:** Grade 2, Point 5 - (£19, 312– pro rata to hours worked & term time only).

*The requirements set out below will be assessed through: interview, application form, letter of application (personal statement), references, and by a short administrative task to be completed on the day of interview.*

	<b>REQUIREMENTS</b>	
	<b>Essential</b>	<b>Desirable, but not essential</b>
<b>Work related skills and knowledge</b>	<ul style="list-style-type: none"><li>•GCSE A-C or equivalent in English &amp; Maths</li><li>•A professional and well-organised approach to work</li><li>•Good ICT skills with experience of Microsoft Office</li><li>•Excellent Keyboarding/typing skills</li><li>•Excellent interpersonal and communication skills in terms of relating to and communicating with others – parents, pupils, staff, visitors...and other professional agencies</li><li>•Organisational and time management skills</li><li>•Ability to demonstrate initiative and problem solving skills</li><li>•Demonstrate the ability to work as an individual with – at times - the minimum supervision</li><li>•Ability to work as part of a team.</li><li>•Able to work well under pressure.</li></ul>	<ul style="list-style-type: none"><li>•Experience in a school office environment</li><li>•Experience of using SIMS</li><li>•Experience of cash handling, including reconciliation and monitoring procedures</li></ul>
<b>Experience / Qualifications / Training</b>	<ul style="list-style-type: none"><li>•Evidence of ongoing commitment to personal development and training</li></ul>	<ul style="list-style-type: none"><li>• An appropriate NVQ qualification.</li></ul>

<b>Personal Qualities / Other</b>	<ul style="list-style-type: none"><li>•Ability to meet tight deadlines</li><li>•Self-motivated and highly committed</li><li>•Ability to deal confidently and confidentially with sensitive issues</li><li>•The ability to be flexible, with an adaptable approach to work</li><li>•Excellent time management skills, including the ability to prioritise effectively</li><li>•Sense of humour with a warm and welcoming, friendly manner</li><li>•Patience and courtesy.</li><li>•Adaptable and flexible</li><li>•Enjoys working as part of a team.</li></ul>	
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L McAnaney, Sept 2020