Green Lane Church of England Primary School

Administrative Assistant

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Essential | Desirable | Where Identified |
| Application | * Completed Durham County Council Support Staff application form.
* 2 fully supported professional references (one must be from present or most recent employer)
 | * Supporting letter of application
 | ApplicationReferences |
| Education/Qualifications | * 5 GCSE’s (or equivalent) including Maths and English Language grades 9-4
* School administration/Business Administration qualification
 |  | Interview |
| Skills and Knowledge | * Be IT literate and have good word processing skills, including using Word and Excel
* Knowledge of SIMS
* Good organisational skills with the ability to work to tight deadlines
* Have a pro-active attitude to work
* Basic finance skills including the recording or transactions and cash handling
 | * Knowledge of Weduc would be advantageous.
 | ApplicationInterview |
| Personal Attributes | * Be personable, honest, reliable and trustworthy
* Have a sense of humour
* Adaptable and flexible
* Able to work on their own initiative
* Ability to work effectively as an individual and as a member of team
* Ability to communicate effectively with staff, pupils, parents and other stakeholders
* Ability to respect matter of a confidential nature
* Ability to work under pressure and prioritise tasks accordingly
 |  | ApplicationInterview References |