Green Lane Church of England Primary School

Administrative Assistant

Person Specification

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| 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 | Application  References |
| 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. | Application  Interview |
| 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 |  | Application  Interview  References |