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**Blackhall Primary School Administrative Assistant Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **References** | Fully supported in reference |  | Reference |
| **Qualifications** | * GCSE grade C (new grades 4-9) or above in English and Maths.
 |  | Letter of applicationInterviewReference |
| **Experiences** | * Carrying out administrative tasks
* Dealing with face-to-face and telephone interactions
* Working with children or young people
* Working and collaborating within a team
 | * Previous experience of working in a school office
* Experience of using SIMS
* Experience of using systems to upload and transfer secure information
 | Letter of applicationInterviewReference |
| **Skills and****Knowledge**  | * Good oral and written communications skills
* Ability to respond quickly and effectively to issues that arise
* Ability to plan, organise and prioritise to meet deadlines
* Ability to use own initiative and take action accordingly
* Excellent attention to detail
* Ability to use IT packages including word processing, spreadsheets and presentation software
* Ability to use relevant office equipment effectively
* Ability to build effective working relationships with colleagues
* Understanding of data protection and confidentiality
* Understanding of safeguarding
 |  | Letter of applicationInterviewReference |
| **Personal Qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Enthusiastic and positive
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Embraces change well
* Deals with difficult situations effectively
 |  | Letter of applicationInterviewReference |
| **Disclosure of Criminal****Record** | Enhanced DBS check confirming suitability to work with children (school will seek the DBS check)Disqualification by association form required to be completed. |  | Disclosure and Barring Service check |