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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 application  Interview  Reference |
| **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 application  Interview  Reference |
| **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 application  Interview  Reference |
| **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 application  Interview  Reference |
| **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 |