Etherley Lane Primary School

Person Specification

**Administration Assistant – Grade 3**

|  | **Essential** | **Desirable** | **Evidence** |
| --- | --- | --- | --- |
| **Application** | * Fully supported in reference * Completed application form | * Includes information about a personal specialism or specific interest and how this could relate to education | * Application form * References |
| **Qualifications and Abilities** | * GCSE English and Maths A-C or equivalent * Willingness to undertake relevant training | * First Aid * Holder of D1 licence and have undertaken or be willing to undertake MIDAS training | * Application form * Certificates |
| **Experience** | * Recent experience of working in an office environment * Dealing with members of the public * Working within a team and using own initiative * Computer literate and able to use a variety of software packages e.g. letters, spreadsheets etc * Dealing with finance - Monitoring monies, paying invoices etc | * Working in a school office * Using SIMs and FMS software * Working with children * Experience of educational trips or visits * Communicating with parents/carers | * Application form * Interview |
| **Skills and Qualities** | * Good customer service skills * Ability to work under pressure * Excellent organisational skills * Ability to work in a way that promotes the safety and wellbeing of children and young people * Ability to communicate verbally and in writing |  | * Application form * Interview * References |
| **Disposition** | * Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude * Professional manner * Friendly and approachable * Reliable and with good time keeping * To take a full and active role in the life of the whole school |  | * Interview * References |