Etherley Lane Primary School

Person Specification

**Administration Assistant – Grade 3**

|  | **Essential** | **Desirable** | **Evidence** |
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| **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
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| **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
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| **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
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| **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
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| **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
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