

Administration Clerk – Person Specification		
ESSENTIAL		DESIRABLE
	Attribute	Attribute
Experience/ Knowledge & Skills	<ul style="list-style-type: none"> • Experience of working effectively as part of a team • Able to use initiative, work as part of a team, happy to receive and accept direction/delegation • Experience and ability to use Word, Excel, Outlook • A good verbal and written command of the English language (including spelling and grammar) • Able to use initiative, work as part of a team, happy to receive and accept direction/delegation • Works flexibly, able to prioritise and multi-task to meet deadlines in a busy environment • Able to produce accurate work and actively checks output • Able to work comfortably with repeated interruptions and unexpected request • Approachability and willingness to help (solution orientated) • A discreet and diplomatic nature with respect for confidentiality at all times • Confident and calm in handling questions and queries 	<ul style="list-style-type: none"> • Experience of working within a school environment • Knowledge of SIMS • Successful completion Paediatric First Aid training • Knowledge of office systems • Knowledge of Safeguarding & CPOMS • Knowledge of PSF Accounting • Familiar with ordering office/educational supplies and stock control
Personal Attributes	<ul style="list-style-type: none"> • Honesty, Integrity and Confidentiality • Approachable, friendly, helpful and able to find solutions • Organised and methodical • Possesses excellent communication skills • Ability to communicate easily with colleagues and parents 	<ul style="list-style-type: none"> • Flexibility • Ability to show initiative