

**Bournmoor Primary School Admin Assistant: Grade 2 - Person Specification**

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **Application** | * Completed Support Staff Application Form
 |  | * Application Form
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| **Qualifications** | * At least 4 GCSE A-C passes or equivalent, including English and Mathematics
 | * An ICT qualification
* First Aid certificate
 | * Application Form
* Certificates
* References
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| **Experience** | * Previous experience of working in an office
* Experience of using a range of ICT systems
 | * Experience of working in a school setting
* Experience of school systems (i.e. ParentPay, Teachers 2 Parents etc.)
* A working knowledge of SIMS – producing reports etc.
 | * Application Form
* Interview
* References
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| **Skills** | * Good ICT and keyboard skills
* Excellent organisational skills
* Excellent communication and interpersonal skills
* Ability to plan and prioritise workload and meet deadlines
* Ability to collate data
* Ability to communicate effectively both verbally and in writing
* Ability to build and sustain effective working relationships with a wide variety of people e.g. staff, pupils, governors, parents and the wider community
 | * To be able to produce and present information to a variety of audiences.

  | * Application Form
* Interview
* References
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| **Personal attributes** | * Ability to use own initiative
* Ability to work under pressure
* Ability to be flexible and adaptable
* Happy, hardworking and flexible
* Good sense of humour
* Can work as part of a team
* Fully committed to safeguarding children
 | * Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development.
* The ability to amend and adapt ways of working to increase productivity
 | * Application Form
* Interview
* References
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