

**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 |
| **Qualifications** | * At least 4 GCSE A-C passes or equivalent, including English and Mathematics | * An ICT qualification * First Aid certificate | * Application Form * Certificates * References |
| **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 |
| **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 |
| **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 |