

SOUTH GOSFORTH FIRST SCHOOL
Administration Assistant Person Specification - 19 hours per week

CATEGORY	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSEs (A-C) including Maths and English or equivalent. • NVQ Level 2 in Business Administration or equivalent 	Evidence of continuing professional development in some or all of the following: <ul style="list-style-type: none"> • School administration • Health and Safety • First Aid • Use of ICT 	Application form
EXPERIENCE and KNOWLEDGE	Relevant experience / knowledge of: <ul style="list-style-type: none"> • Previous administration or office experience • Safeguarding practices and issues; • Microsoft Office programmes e.g. Word and Excel • Working as part of a team; • Communicating effectively with a wide range of stakeholders; 	Relevant experience / knowledge of: <ul style="list-style-type: none"> • Working within a school environment • Using SIMS and FMS • ParentPay or other school payment system • School admissions procedures • Developing and managing school websites • School attendance procedures • First aid 	Application form References Interview
SKILLS and PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing; • Highly developed interpersonal skills; able to relate well to children and adults, and deal professionally and sensitively with others; • Excellent organisational and time management skills; able to meet deadlines and prioritise workload; • Commitment to working as part of a team; • Self-starter with the ability to work on own initiative; • Ability to build and sustain effective working relationships • Flexibility and adaptability, managing conflicting demands and a busy schedule 	<ul style="list-style-type: none"> • Willingness to undertake further professional development • Willingness to contribute to wider school life and events 	Application form References Interview