 North Park Primary School

Person Specification - Administration Assistant – Grade 2 (part time post)

|  | **Essential** | **Desirable** | **Evidence** |
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| **Application** | * Fully supported in reference * Completed application form | * Includes information about a personal experience, specialism or specific interest and how this could relate to working in school | * Application form * References |
| **Qualifications and Abilities** | * 4 GCSEs, including English and Maths A-C or equivalent | * NVQ 2 or 3 in Business and/or administration, or other relevant qualification * First Aid training | * Application form * Certificates |
| **Experience** | * Recent experience of working in an office environment/administration role * Dealing with members of the public * Working within a team * Computer literate and able to use a variety of software packages e.g. letters, spreadsheets etc to assist with clerical work * Experience of handling confidential/sensitive information | * Experience of a school environment/office * Using management information systems * Working with children * Experience of educational visits * Communicating with parents/carers * An understanding of safeguarding procedures * Experience of handling monies | * Application form * Interview |
| **Skills and Qualities** | * Good customer service skills, including excellent telephone manner * Ability to communicate confidently, verbally and in writing * Ability to work under pressure; excellent organisational skills, using own initiative * Ability to work in a way that promotes the safety and wellbeing of children and young people; nurturing and caring approach, with an understanding of safeguarding procedures | * Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion | * Application form * Interview * References |
| **Disposition** | * Ability to present oneself as a role model to parents and pupils in speech, dress, behaviour and attitude * Professional manner * Friendly and approachable * Reliable and good time keeping * Flexible, approachable and adaptable * Desire to take a full and active role in the life of the whole school | * A willingness to further develop skills and undertake the necessary training for the post | * Interview * References |