 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
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| **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
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| **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
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| **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
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| **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
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