



Grangehurst Primary School

Person Specification - Administrative Assistant - Grade 3

Area	Description	Essential/ Desirable:
Knowledge:	<ul style="list-style-type: none"> • Awareness of new data protection regulations 	
	<ul style="list-style-type: none"> • Knowledge of Word, Excel, PowerPoint, Outlook and Internet Explorer 	Essential
	<ul style="list-style-type: none"> • Knowledge of Sims/FMS 	
Skills and Abilities:	<ul style="list-style-type: none"> • The ability to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm and friendly under pressure 	Essential
	<ul style="list-style-type: none"> • Able to manage and co-ordinate diaries, online calendar 	Essential
	<ul style="list-style-type: none"> • Good IT skills 	Essential
	<ul style="list-style-type: none"> • Able to communicate effectively with a wide variety of people to receive and provide information. 	Essential
	<ul style="list-style-type: none"> • Able to deal with confidential matters in a sensitive and discreet manner. 	Essential
	<ul style="list-style-type: none"> • The ability to work effectively with team members 	Essential
	<ul style="list-style-type: none"> • The ability to work under your own initiative where necessary 	Essential
	<ul style="list-style-type: none"> • Able to receive queries and obtain/give information in a courteous way by 'phone or on an interpersonal basis other staff, pupils parents, users and external agencies. 	Essential
	<ul style="list-style-type: none"> • Able to utilise office equipment, e.g. fax, photocopier, etc. including new technology applications/computers. 	Essential
	<ul style="list-style-type: none"> • Able to screen senior officers from callers/telephone enquiries in an effective manner. 	Essential
	<ul style="list-style-type: none"> • Able to maintain all records effectively. 	Essential
	<ul style="list-style-type: none"> • Able to remain calm and assertive under pressure. 	Essential
	<ul style="list-style-type: none"> • Able to cope with demands of a highly professional environment. 	Essential
<ul style="list-style-type: none"> • Able to respond flexibility to changing priorities. 	Essential	
<ul style="list-style-type: none"> • Able to work hours required. 	Essential	

Experience:	<ul style="list-style-type: none"> • Proven solid admin background covering activities such as word processing, filing, maintenance of records, dealing with people/reception work 	Essential
	<ul style="list-style-type: none"> • Proven experience of working as part of a team in an office setting while demonstrating the ability to use own initiative 	Essential
	<ul style="list-style-type: none"> • Experience of working in a school environment 	Desirable

Educational:	<ul style="list-style-type: none"> • Good literacy and numeracy skills to at least GCSE A-C grades 	Essential
	<ul style="list-style-type: none"> • Good command of the correct use of the English language and accurate spelling. 	Essential
	<ul style="list-style-type: none"> • NVQ level 3 in Business & Administration or equivalent 	Desirable