

PERSON SPECIFICATION

Job Title: Administrative Assistant	Grade: 3
Reporting to: School Business Manager	Location: Whoberley Hall Primary School

Job Requirements	
Qualifications & Training	• Good level of education • GCSEs in English and Maths or equivalent • Willingness to undertake First Aid at Work training
Knowledge	• An understanding of administrative procedures • An ability to use all office equipment within the context of Health and Safety Regulations • Microsoft office packages such as Word, Excel, outlook • School Information Management Systems – BROMCOM (desirable)
Experience	• Proven clerical/office background covering activities such as typing, filing, maintenance of records, using the telephone, dealing with people • Maintenance of financial accounts/records and cash handling • Experience of financial administration • Experience of working with the general public
Skills & Abilities	• Able to be a supportive member of a team • Ability to communicate and enjoy working with children in a sensitive and caring manner within a multicultural setting • Able to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure • Able to liaise and communicate effectively with staff, parents, children and others by telephone and in person • Deal with all matters in a courteous manner and resolve queries and filter callers where appropriate • Able to support the provision of secretarial service e.g. maintain diary, book appointments, take messages etc. • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order • Able to maintain financial accounts relating to official and unofficial funds, both computerised systems and paper records for audit purposes. • Able to record and present information in a neat and legible way. • Able to operate office equipment such as photocopier, computer, fax, laminator etc. • Ability to recognise the importance of and maintain security and confidentiality, within the guidelines of the Child Protection Act and GDPR • Able to provide flexible support to meet operational needs • Demonstrate attention to detail and high level of accuracy
Relations	• Have excellent interpersonal skills and be able to communicate effectively • Ability to develop good relations with staff and students • Able and willing to undertake staff training and development • Be able to work as part of a team
Special Requirements	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A criminal Record Disclosure will be required prior to appointment