



Coventry City Council

Person Specification

Job Title:	Admin Assistant	Job Number:	A2632
Directorate:	People	Post Number:	
Service:	Education	Grade:	4
Location:	Mount Nod Primary School		

Area	Description	Criteria will be measured by:
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Knowledge:	• Office procedures and practices • Knowledge of SIMS – maintain accurate records of pupil and staff • Microsoft packages such as Word and Excel. • Financial administration processes and principles • Health & Safety • Data Protection • Human Resource Management (to include Advertising and Recruitment, contractual changes and staff sickness absence) • Relevant Policies	
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Skills and Abilities:	• Able to be supportive member of team • Able to prioritise and organise workload to meet deadlines • Able to communicate effectively in person on the telephone and via email, in line with the school's values • Delegate work and organise office staff as and when required. • Able to remain calm under pressure and cope with interruptions to clerical tasks. • Able to input accurately and access computer based information. • Able to operate equipment such as photocopiers, computers. • Able to produce reports and statistics using various computer applications • Able to recognise the importance of and maintain security and confidentiality within the guidelines of the Child Protection Act and GDPR • Able and willing to undertake staff training and development courses	
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| | <ul style="list-style-type: none">• Able to provide a flexible support to meet operational needs | |
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Experience:	• Proven clerical experience. • Experience in a school setting desirable. • Financial administration • Numeracy skills • Good communication skills • Maintenance of financial records and cash handling	
Educational:	• Good level of education • GCSEs in English and Maths or equivalent	
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. • Able to work hours required at school and be flexible in changing hours.	

Date Reviewed:

Updated: