

Person Specification



Job Title:	Administration Assistant	Job Number:	021577
Location:	Longford Park Primary School	Salary:	Grade 3

Skills and knowledge	Knowledge of school office procedures and practices	Essential
	Capability to use Microsoft Office applications such as Word, Excel, Outlook.	Essential
	Patience and the ability to deal with competing demands	Essential
	Flexible attitude towards day-to-day tasks	Essential
	Ability to remain calm and professional under pressure	Essential
	Ability to work as part of a team and with minimal supervision	Essential
Abilities and experience	Able to maximise use of a range of ICT systems for optimum efficiency	Essential
	Able to implement, develop and maintain administrative procedures and systems	Essential
	Ability to deal calmly and sympathetically with parents, staff and children	Essential
	Liaise and communicate effectively with a wide variety of stakeholders including parents, staff, colleagues, agencies and Senior Leaders to offer advice and support or gather information to enable planning and prioritising of work.	Essential
	Understanding of legal requirements for children to be in education and experience of managing school attendance.	Essential
	Able to respond quickly and calmly to emergency situations or disruptions.	Essential
	Able to plan ahead effectively, so work is completed in accordance with timescales and deadlines.	Essential
	Experience of using Bromcom Management Information System	Desirable

Personal Qualities	Commitment to promoting the ethos and core values of the Trust Commitment to act professionally at all times. Ability to work under pressure and prioritise effectively Commitment to safeguarding and equality Able to deal with difficult situations calmly and effectively Able to embrace and contribute to changes in systems and procedures	Essential Essential Essential Essential Essential Essential
Special Requirements	The school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check	Essential