



Lillington Nursery and Primary school
Administration Assistant Person Specification

Essential	Desirable
Qualifications/Training	
Grade C GCSE English and Maths	Qualifications in Business Administration or Secretarial Skills (Level 2 or 3) Understanding of Safeguarding and Child Protection issues.
Experience	
<p>Experience of basic technology, PC, internet, MS Office packages.</p> <p>Experience of working in an administrative role (paid or unpaid)</p> <p>Front of house/reception services experience.</p> <p>Customer service experience and the principles of good customer service.</p>	<p>Experience of working in a school environment</p> <p>Experience of reviewing and implementing changes to administration systems</p> <p>Experience of dealing with difficult situation</p>
Abilities, Skills and Knowledge	
<p>Work as an effective team member and apply directions/instructions</p> <p>Able to apply written and verbal instructions</p> <p>Able to prioritise tasks and proactively manage conflicting deadlines</p> <p>Able to communicate effectively with a range of people (adults and children).</p> <p>Able to use initiative, with some guidance and support from the line manager.</p> <p>High personal standards</p> <p>Able to seek support, when required.</p> <p>An excellent record of attendance and Punctuality</p> <p>Respect confidentiality</p>	<p>Reliability, integrity and stamina</p> <p>Commitment to personal development and learning</p>