



Courthouse Green Primary School

Person Specification Administrative Assistant Grade 3

Area	Essential	Criteria will be measured by:
Knowledge:	<ul style="list-style-type: none"> • A good working knowledge of word processing packages, such as Word, Excel, Publisher for windows systems is required • Knowledge of Microsoft Form • Computer applications (SIMS.net) advantageous – training can be provided • Office procedure, practices and equipment • An understanding of working in a school setting 	Job Application and Interview
Skills and abilities:	<ul style="list-style-type: none"> • Must have good word processing skills • Must have the ability to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure • To be 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 calls where appropriate • Good numeracy and literacy skills essential • The ability to remain calm in the presence of irate visitors and follow agreed guidelines for such situations • The ability to operate all office equipment dealing with breakdown as necessary • The ability to communicate effectively at all levels in a professional and polite way • Be sympathetic to the needs of primary school age children, and able to communicate with them appropriately • Have the ability to recognise the importance of security and confidentiality in a school setting 	Interview /References
Educational Achievements	<ul style="list-style-type: none"> • NVQ 3 in Business & Administration or equivalent • Good Literacy and Numeracy skills to at least GCSE A-C grades 	Job Application
Experience:	<ul style="list-style-type: none"> • Proven solid admin background covering activities such as word processing, filing, maintenance of records, minuting meetings, dealing with people/reception work. • Proven experience of working as part of a team in an office setting while demonstrating the ability to use own initiative. 	Job Application and Interview
Special Requirements:	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</p> <ul style="list-style-type: none"> • Able and willing to work within the requirements of all Trust and School safeguarding policies • Must be willing to research and learn new regulations/requirements • Must be willing to be flexible and adaptable • Must be willing to recognise the importance of confidentiality • Must be sympathetic to the needs of the school 	