# GRANGETOWN PRIMARY SCHOOL

# PERSON SPECIFICATION – ADMIN OFFICER

**POST TITLE:** Administrative Assistant

**GRADE:** Grade 2, Point 5 - (£18, 795 – pro rata to hours worked & term time only).

***The requirements set out below will be assessed through:*** *interview, application form, letter of application (personal statement), references, and by a short administrative task to be completed on the day of interview.*

| | **REQUIREMENTS** | |
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| | **Essential** | **Desirable** |
| **Work related skills and knowledge** | •GCSE A-C or equivalent in English & Maths<br>•A professional and well-organised approach to work<br>•Good ICT skills with experience of Microsoft Office<br>•Excellent Keyboarding/typing skills<br>•Excellent interpersonal and communication skills in terms of relating to and communicating with others – parents, pupils, staff, visitors…and other professional agencies<br>•Organisational and time management skills<br>•Ability to demonstrate initiative and problem solving skills<br>•Demonstrate the ability to work as an individual with – at times - the minimum supervision<br>•Ability to work as part of a team.<br>•Able to work well under pressure. | •Experience in a school office environment<br>•Experience of using SIMS and SAP<br>•Experience of cash handling, including reconciliation and monitoring procedures |
| **Experience / Qualifications / Training** | •Evidence of ongoing commitment to personal development and training | • An appropriate NVQ qualification. |

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| **Personal Qualities / Other** | •Ability to meet tight deadlines<br>•Self-motivated and highly committed<br>•Ability to deal confidently and confidentially with sensitive issues<br>•The ability to be flexible, with an adaptable approach to work<br>•Excellent time management skills, including the ability to prioritise effectively<br>•Sense of humour with a warm and welcoming, friendly manner<br>•Patience and courtesy.<br>•Adaptable and flexible<br>•Enjoys working as part of a team. | |

L McAnaney, June 2019