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| **Etherley Lane Primary School**  **Person Specification**  **Administration Assistant – Grade 3** | | | |  |
| **Category** | **Essential** | **Desirable** | **Evidence** | |
| **APPLICATION** | * 4 GCSEs (A-C) including Maths and English or equivalent. | * Qualifications in ICT/Admin | * Application Form * References | |
| **QUALIFICATIONS** | * Experience of working successfully and co-operatively as a member of a team * Experience of using a range of ICT systems * Experience of record keeping systems and accurately updating information * Experience of working within a busy primary school office * First Aid Training | * Experience of cash handling * Experience of dealing with the general public | * Application Form * References * Certificates | |
| **EXPERIENCE** | * Knowledge of a range of ICT systems and computer applications * Knowledge of Microsoft Word/Excel * Knowledge of SIMS /FMS * Knowledge of Parentpay * Knowledge of Inventry * Knowledge of Teachers2Parents * Knowledge of Safeguarding | * Experience of school policies and procedures | * Application Form * References * Interview | |
| **SKILLS AND KNOWLEDGE** | * Good ICT and keyboard skills * Excellent organisational skills * Excellent communication and interpersonal skills * Ability to plan and prioritise workload and meet deadlines * Ability to collate data * Ability to communicate effectively both verbally and in writing * Ability to build and sustain effective working relationships with a wide variety of people e.g. .staff (both teaching and non-teaching), pupils/children, Governors, parents and the wider community | * To be able to produce and present information to a variety of audiences. * To be able to provide advice and guidance to various audiences | * Application Form * Reference * Interview | |
| **PERSONAL QUALITIES** | * Ability to work as part of a team * Ability to use own initiative * Ability to work under pressure * Ability to be flexible and adaptable * Ability to identify own strength and weaknesses * Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development. * Be a good role model to pupils in speech, dress, behaviour and attitude. | * Evidence of commitment to continuous professional development * The ability to amend and adapt ways of working to increase productivity | * Application Form * Reference * Interview | |