

**Broom Cottages Primary and Nursery School**

**School Administration Assistant**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Application** | * Completed application form |  | * Application Form |
| **Qualifications** | A minimum of 4 GCSE’s or equivalent (Grades A – C including English and Mathematics) | * Qualifications in ICT/Admin   First Aid qualification (or willing to work towards) | * Application Form |
| **Experience** | * Administrative experience * Knowledge of a range of ICT systems and computer applications * Knowledge of Microsoft Word, Excel and data bases * Experience of working successfully and co-operatively as a member of a team * Experience of record keeping systems and accurately updating information | * Experience of dealing with the general public * Experience of working within an education environment * Experience of cash handling * Experience of using SIMS effectively | * Application Form * References * Certificates |
| **Skills/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, pupils/children, Governors, parents and the wider community | * To be able to provide advice, guidance and information to various audiences | * Application Form * References * 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 * 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 | * Application Form * Reference * Interview |
| **Other qualities** | On occasions may be required to work outside of normal office hours e.g. parents eveneings. |  | * Application Form # * Interview |

*In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

* *motivation to work with children and young people;*
* *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
* *emotional resilience in working with challenging behaviours; and*
* *attitudes to use of authority and maintaining discipline.*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.