

# **WYNDHAM PRIMARY SCHOOL** **Person Specification** **Administrative Assistant – L2 – N3**

## **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

### **Essential**

#### **Able to demonstrate**

- A smart appearance with a cheerful disposition.
- Good verbal and written communication skills.
- Knowledge of Microsoft Office applications with the ability to create, manipulate and update spread sheets and databases and good keyboard skills.
- Ability to prioritise work to meet deadlines.
- Ability to undertake clerical, financial and numeric tasks accurately with attention to detail
- Ability to purchase supplies on behalf of the school, and to organise paperwork for payment.
- Ability to gather and collate accurate information in a required format.
- Ability to take direction, work as part of a team and on own initiative.
- Ability to provide administrative and clerical support maintaining confidentiality where required.
- Ability to conduct duties in a professional manner.
- Understanding of the Council's Equality Policy, applying this in the workplace and the effect on delivery of services to customers.
- Understanding and application of safeguarding measures to protect pupils.

### **Desirable**

- Knowledge of computer database systems, e.g. Arbor MIS, Outlook365, etc.

#### **Experience of:**

- Providing good customer service skills, both face-to-face and on the telephone.
- Responding to complex enquiries.
- Ability to multi-task and manage competing deadlines.

## **Part B**

The following criteria will be further explored at the interview stage:

- Any relevant points as listed above

### **Additional Requirements**

None