



Chester-le-Street CE Primary School

Person Specification - Administrative Assistant Level 3

Person Specification	Essential/Desirable
Qualifications & Training	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential
5 GCSEs or Equivalent including Maths and English	Desirable
Experience	
Previous relevant experience of administrative/clerical work	Essential
Use of ICT	Essential
Previous work in a school/LEA or LA	Desirable
Knowledge and Skills	
Knowledge of Microsoft office applications with the ability to create, understand and update spreadsheets, word documents and databases.	Essential
Ability to undertake clerical, financial and numerical tasks accurately with attention to detail.	Essential
Ability to meet deadlines	Essential
Knowledge of administrative systems including sims	Desirable
Working knowledge of GDPR requirements	Desirable
Personal Attributes	
Good verbal and written communication skills	Essential
Ability to take direction, work as part of a team and on own initiative.	Essential
Have a flexible and cooperative attitude.	Essential
Ability to conduct duties in a professional manner	Essential