

**Finchale Primary School**

**Person Specification for Administrative Assistant Grade 3**

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| **Specification** | **Essential** | **Desirable** | **Identified by** |
| **Qualifications & Experience** | 5 GCSEs or equivalent including Maths and English. Willingness and ability to obtain and/or enhance qualifications and training for development in the post. |  | Application Form |
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| **Experience** | Previous relevant experience of administrative/clerical work | Previous work in a school/LEA or LA | Application Form  References  Interview |
|  | Use of ICT |  | Application Form  References |
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| **Knowledge & Skills** | Knowledge of Microsoft office applications with the ability to create, understand and update spreadsheets, word documents and databases. | Knowledge of administrative systems including SIMS and FMS | Application Form  References |
|  | Ability to undertake clerical, financial and numerical tasks accurately with attention to detail. | Working knowledge of GDPR requirements | Application Form  References |
|  | Ability to meet deadlines |  | Application Form  References |
|  |  |  |  |
| **Personnel Attributes** | Good verbal and written communication skills |  | Application Form  Interview |
|  | Ability to take direction, work as part of a team and on own initiative. |  | Application Form  References |
|  | Have a flexible and co-operative attitude. |  | Application Form  Interview |
|  | Ability to conduct duties in a professional manner. |  | Application Form  Interview |
|  |  |  |  |
| **Safeguarding** | Enhanced DBS check (this will be arranged by school for successful candidate). | Additional child protection and/or safeguarding training | Application Form |