

Titchfield Primary School
Admin Assistant Person Specification

	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • GCSE qualification, to include English and Maths or equivalent • Record of continuous professional development 	<ul style="list-style-type: none"> • Commitment to further Professional development
2. Experience	<ul style="list-style-type: none"> • Ability to build excellent working relationships. • Experience of ICT networks and range of computer software • Previous administration experience in a busy environment • 	<ul style="list-style-type: none"> • Good working knowledge of Hampshire County Council systems • Worked in a busy organisation and dealing with confidential matters • Maintaining and updating policies
3. Knowledge and skills	<ul style="list-style-type: none"> • Able to work effectively within a team • Ability to undertake administrative duties • Excellent attention to detail and accuracy • Excellent organisational skills • Excellent IT skills • Ability to implement effective and rigorous systems to support the development of the school • Ability to communicate effectively with all members of the school community • Ability to work under pressure and ensure deadlines are met • An up to date knowledge of the safeguarding responsibilities of all adults who work with children 	<ul style="list-style-type: none"> • Health and safety knowledge • Innovative approach to solving problems • First Aid at Work trained
4. Personal Qualities	<ul style="list-style-type: none"> • Self motivated and shows initiative • Fully support the school vision, aims and ethos and present a professional image at all times • Excellent interpersonal skills • Willing to learn • A sense of humour 	<ul style="list-style-type: none"> • Willing to be flexible and to work flexible hours when necessary