

**Titchfield Primary School**  
**Admin Assistant Person Specification**

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