



## Charles Kingsley's CE Primary School

### Person Specification: Administrative Assistant

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>	<p><b>The post holder must hold:</b></p> <ul style="list-style-type: none"> <li>• GCSE (or equivalent) in Maths and English</li> <li>• Good working knowledge of Microsoft packages</li> <li>• Good IT Skills</li> <li>• Passion for learning, having the capacity to learn quickly</li> <li>• A commitment to do everything possible in order for the school office to be successful in achieving goals</li> <li>• <i>Team Working</i>: the ability to work with others to achieve shared goals</li> <li>• <i>Flexibility</i>: the ability and willingness to adapt to the needs of a situation and to change tactics</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> <li>• Previous experience of MIS and school based systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous office experience</li> <li>• Be an effective team worker showing a very strong sense of emotional intelligence.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous school office experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS</b>	<ul style="list-style-type: none"> <li>• To be sympathetic to the school values and ethos</li> <li>• Promote the school values positively</li> <li>• Achieve and sustaining high standards</li> <li>• What constitutes appropriate and successful relationships with children</li> <li>• Knowledge of Child Protection and Safeguarding</li> <li>• Knowledge of Health and Safety</li> <li>• Ability to organise personal workload with calm efficiency and meet agreed deadlines</li> <li>• Ability to work well with parents and carers</li> <li>• Attention to detail</li> <li>• Ability to remain calm in difficult situations</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Reference</li> </ul>
<b>SPECIFIC KNOWLEDGE, UNDERSTANDING AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Maintain good order</li> <li>• Confident and competent user of ICT</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>PROFESSIONAL VALUES</b>	<ul style="list-style-type: none"> <li>• High expectations of self</li> <li>• Commitment to the personal welfare and safeguarding of children by having the ability to develop supportive and caring relationships with pupils</li> <li>• Conducting yourself professionally</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Display warmth, care and sensitivity in dealing with children and other stakeholders</li> <li>• Open minded, self evaluative and adaptable to changing circumstances and new ideas</li> <li>• Able to enthuse and reflect on experience</li> <li>• To listen and reflect on advice given</li> <li>• Willingness to be involved in the wider life of the school</li> <li>• Ability to work flexibly</li> <li>• Ability to prioritise</li> <li>• Good oral and written interpersonal/communication skills</li> <li>• Self-motivated learner</li> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Brings personal interests and enthusiasms to the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Reference</li> </ul>