

**Woodlea Primary School Whitehill**  
**Person Specification – Admin Assistant**

	ESSENTIAL	DESIRABLE
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Maths &amp; English, grade C or above, or equivalent</li> </ul>	
<b>Competencies and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of a busy office environment</li> <li>• Experience of performing reception duties</li> <li>• Experience of providing a high level of customer service to a variety of stakeholders who have a differing needs</li> <li>• Able to produce accurate and professional correspondence</li> <li>• Able to maintain a well organised working environment</li> <li>• Willingness to learn and adapt to new systems and an ever changing environment</li> <li>• Excellent communication skills</li> <li>• Able to be self motivated and to support and motivate others</li> <li>• Good time management and ability to meet all deadlines</li> <li>• Excellent attendance record</li> <li>• Able to promptly follow all school policies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be creative and imaginative in providing possible solutions to problems</li> <li>• Previous school experience</li> <li>• First Aid qualification</li> <li>• SIMS, Tucasi and IBC experience</li> <li>• Finance experience</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Resourceful energetic and enthusiastic</li> <li>• Ability to manage own stress levels</li> <li>• High expectations of self, able to quickly and positively respond to new ideas and challenges</li> <li>• A high level of commitment</li> <li>• Sensitive, approachable, caring personality with integrity</li> <li>• Considers and acknowledges the views of others</li> <li>• Willingness to ask for advice and support where necessary</li> <li>• Willingness to review and if necessary revise a standpoint</li> <li>• Commitment to the welfare and safeguarding of our pupils</li> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to support others positively in difficult circumstances</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to maintain very good professional relationships with all members of staff</li> <li>• Clear understanding of confidentiality and professional boundaries including the use of social media</li> </ul>	
<b>School Specific Needs (Governors, parents and community)</b>	<ul style="list-style-type: none"> <li>• Willingness to maintain and develop involvement, participation and co-operation of parents in school life</li> <li>• Work closely with the whole community</li> </ul>	<ul style="list-style-type: none"> <li>• Support for and involvement in extra-curricular activities</li> </ul>