

## Assistant Administrator – Person Specification



<b>Essential</b>	<b>Desirable</b>
<p><b>Education and Qualifications</b></p> <ul style="list-style-type: none"> <li>● Literate and numerate including GCSEs in English and Maths at Grade C or above.</li> <li>● Job related numerate or information management-based qualifications</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● General clerical/administrative work</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience of working in a school as an admin/finance assistant.</li> </ul>
<p><b>Professional Skills, Knowledge &amp; Understanding</b></p> <ul style="list-style-type: none"> <li>● Appropriate knowledge of first aid</li> <li>● Good understanding and ability to use relevant technology e.g., photocopier</li> <li>● Keyboard/computer skills</li> <li>● Competent and confident user of Microsoft Word, Outlook and Excel</li> <li>● Participate in development and training opportunities</li> <li>● Ability to relate well to children and adults</li> <li>● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of using Arbor, ParentPay</li> <li>● Committed to own professional development, able to identify training needs and look for opportunities to meet them.</li> </ul>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>● Ability to work under pressure and deal sympathetically and constructively with colleagues who are also working under pressure.</li> <li>● Ability to work on own initiative and prioritise workload.</li> <li>● Ability to work independently, flexibly, to meet deadlines, and to plan own work</li> <li>● Excellent communication skills – verbal, written</li> <li>● Resilience, perseverance and optimism</li> <li>● Good interpersonal skills, sense of humour and energy</li> <li>● A commitment to support the Christian ethos of our school</li> </ul>	