



Swanmore C.E. (Aided) Primary School

Admin Assistant Job Description & Person Specification

Vision Statement

Swanmore Church of England Primary School's Christian values of Honesty, Love and Respect strive to develop children in to caring, reflective and proactive individuals; aspiring for the greatest achievement in all they do, seeking to improve themselves and the world around them.

Job Description

Job Title:	Admin Assistant
Responsible to:	School Business Manager
Hours of work:	8:00am to 1:30pm Monday to Friday
Contract Type:	One-year fixed term, term time only plus one week

Person Specification

	Essential	Desirable
Qualifications	English and Maths to GCSE standard or equivalent	
Experience	Working as a Admin Assistant with good ICT skills including a knowledge of Microsoft Word, Excel and PowerPoint	Arbor MIS software Working within education Knowledge of school admissions process
Knowledge and understanding	The Administrative Assistant should have knowledge and understanding of: the nature of the routine tasks that need to be completed on a daily basis; the extent of the role, and the versatility required to fulfil it; the roles and responsibilities of teachers; understanding of safeguarding	In addition, the Administrative Assistant might also have knowledge and understanding of: educational management; the computer systems available to organise educational records and school finance.
Skills	The Administrative Assistant will be able to: manage and prioritise workloads; communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way; provide a welcoming first point of contact at all times for people who come to the school; make accurate judgements of situations, and refer these to other staff, if necessary; recognise the confidentiality of some kinds of information; take personal initiatives in liaison work within a team of teaching and non-teaching staff; work effectively and efficiently under pressure; undergo further administrative training, when appropriate.	
Personal characteristics	Adaptable Calm under pressure Excellent organisation skills Friendly Solution focused Proactive	