



### School Administration Assistant Grade 4 - Person Specification

Essential	Desirable
<p><b>Education and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills, including English &amp; Maths at Grade C or above at GSCE level (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Job related qualifications</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• General clerical/administration work</li> <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 MS 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>• Previous experience of working in a school environment in an admin/finance role</li> <li>• Experience of using RM Integris, ParentMail, Medical Tracker, CPOMS or other school-based software.</li> <li>• Experience of using Publisher, Photoshop</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 and 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>	