

Surfleet Primary School

Person Specification – Administration Assistant

Category / Item	Essential	Desirable
Experience		
Experience of working in an administrative role	✓	
Experience of working in a school environment		✓
Experience of working with various computer applications including word processing, Publisher and Excel	✓	
Experience of working with a variety of school administrative software including Integris, ParentPay, SAM		✓
Education and Training		
NVQ level 2 or equivalent in Business or Administration		✓
GCSE level C (or equivalent) passes in at least 4 subjects		✓
GSCE level C (or equivalent) in English and Maths	✓	
Holds current First Aid qualification		✓
Knowledge		
Understanding issues of confidentiality	✓	
Recognises and respects differences between individuals	✓	
Understanding of safeguarding children		✓
Recognises the importance of first impressions as first point of contact for the school	✓	
Skills		
Good interpersonal skills including face to face and telephone	✓	
Good oral communication skills	✓	
Good written communication skills	✓	
Ability to work to deadlines and under pressure while maintaining an eye for detail	✓	
Specific Requirements		
Demonstrates highest levels of honesty, integrity and objectivity in personal and professional conduct	✓	
Ability to act as an ambassador for the school	✓	
To be able to work collaboratively as part of a team	✓	
To be self motivating and able to act on own initiative with minimum levels of supervision	✓	
To be personally organised and able to work flexibly	✓	
To be enthusiastic about the wellbeing and improvement of life opportunities for pupils	✓	
Willing to undertake any training required to fully carry out the role		