Surfleet Primary School

Person Specification – Administration Assistant

Experience Experience Experience Experience of working in an administrative role V Experience of working in a school environment V V 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 V Education and Training V V V V V V V V V	Category / Item	Essential	Desirable
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 V 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 V 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 V 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 V To be enthusiastic about the wellbeing and improvement of life opportunities for pupils Willing to undertake any training required to fully carry	Experience		
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