



'WE CARE, WE SHARE, WE VALUE'
Administration Assistant Person Specification

TRAINING AND QUALIFICATIONS	ESSENTIAL/DESIRABLE	EVIDENCE *
At least NVQ level 2 or equivalent in a relevant discipline	E	A
Appropriate typing/word processing qualification	D	A
Evidence of participation in professional development or study including relevant qualifications	D	A

KNOWLEDGE	ESSENTIAL/DESIRABLE	EVIDENCE *
Experience of undertaking a wide range of clerical and admin duties	E	A, I
Knowledge, and ideally experience of working with, school financial systems and school information systems (SIMS/FMS)	D	A, I
Knowledge of financial, personnel and health and safeguarding regulations and procedures	E	A, I
Knowledge of Microsoft Office and databases	E	A, I, T

PERSONAL SKILLS & ATTRIBUTES	ESSENTIAL/DESIRABLE	EVIDENCE *
ICT and Keyboard Skills	E	A
Word Processing Skills	E	A
Ability to prioritise workload and problem solve effectively	E	I, R
Ability to work effectively with minimal supervision	E	R
Knowledge of School Meal returns	D	A, I
Experience of maintaining and reconciling financial records	E	A, I
Excellent written and verbal communication skills, written and verbal	E	A, I
Experience of working with the public – customer care skills	D	A, I
Good communication skills; an ability communicate with a wide range of audiences, including colleagues, visitors, parents, governors and children and to fulfil all spoken aspects of the role with confidence through the medium of English	E	A, I, T

EXPERIENCE	ESSENTIAL/DESIRABLE	EVIDENCE *
Have experience of working within a busy office environment	E	A, I
Experience of working with children	D	A, I
Experience of being first point of contact for an organisation	D	A, I
Evidence of cash handling, banking and maintaining accurate financial records	E	A, I, T

PROFESSIONAL VALUES AND PRACTICE	ESSENTIAL/DESIRABLE	EVIDENCE *
Must be able to demonstrate all of the following;		
Ability to understand, build and maintain successful relationships with all stakeholders, treat them consistently, with respect and consideration	E	A, I, R
Ability to work effectively within a team environment, understanding office roles and responsibilities	E	A, I, R
Respect the need for confidentiality	E	A, I, R
An ability to plan, prioritise and organise workload	E	A, I, R
An ability to keep up to date with manual and computerised records , including data input and retrieval	E	A, I, R
Willingness to learn from others and to share good practice	E	A, I, R
Ability to promote a positive ethos and promote a positive attitude as a role model	E	A, I, R
Willingness to participate in relevant training and development opportunities	E	A, I

EVIDENCE *
A = Application
I = Interview
R = Reference
T = Task/Observation