



## Newton-le-Willows Primary School

### Person Specification – Administrative Assistant

Criteria	Essential	Measured
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of similar type of role</li> <li>• Experience of working in an educational establishment</li> <li>• Experience of working with SIMS or similar systems</li> </ul>	 E D E	 A,I A,I A,I
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Evidence of Continuing Professional Development</li> <li>• Excellent standard of literacy and numeracy</li> </ul>	 E D E	 A,I A,I A,I
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>• Ability to work as a team member or alone as required</li> <li>• Good organisational, written and oral communication skills</li> <li>• A working knowledge of Microsoft packages</li> <li>• Knowledge of handling, recording and banking money</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	 E E  E D E E	 A,I A,I  A,I A,I A,I A,I
<b>Other</b> <ul style="list-style-type: none"> <li>• Personable/well-presented and the highest standards of personal conduct</li> <li>• Highly professional at all times, including working relationships within the school, with parents and the wider community</li> <li>• An understanding of the professional demands upon the various teams within the school, and respect for their needs and ways of working</li> <li>• Reliable and punctual</li> <li>• A flexible approach to working patterns</li> <li>• Accuracy and attention to detail</li> <li>• An ability to communicate clearly and accurately</li> <li>• An ability to keep calm under pressure</li> <li>• Common sense and initiative</li> <li>• An ability to judge when decision making needs to be taken to senior leaders</li> <li>• Discretion and confidentiality</li> </ul>	 E  E  E E E E E E E E	 A,I  A,I  A,I A,I A,I A,I I I I I