



St James' CE Primary School

Administration Assistant Person Specification



St. Helens Council

Training and Qualifications	Essential/ Desirable	Evidence
At least NVQ level 2 or equivalent in relevant discipline	E	A
Appropriate typing/word processing qualification	D	A
Evidence of participating in professional development or study relevant to 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 system (SIMS/FMS)	D	A,I
Knowledge of financial, personnel, 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 work load 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	E	A,I
Experience of working with the public – customer care	D	A,I
Good communication skills; ability to communicate with a wide range of audiences including colleagues, visitors, parents, governors and children to fulfil all spoken aspects of the role with confidence through the median of English	E	A,I,T
Experience	Essential/ Desirable	Evidence
Have experience of working with in a busy office	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 accurately records	E	A,I,T
Professional Values & Practice		
Ability to understand, build and maintain successful relationships with all stakeholders, treat them consistently with respect and understanding	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 work load	E	A,I,R
Ability to keep upto date with manual and computerised records, including data input and retrieval	E	A,I,R
Willingness to learn from others and 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

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