



PERSON SPECIFICATION

Administration Assistant – Broad Oak Community Primary School

KNOWLEDGE	E=ESSENTIAL D=DESIRABLE	IDENTIFIED BY
Knowledge of school financial systems and school information systems (SIMS/FMS)	D	AF/I
Previous experience in cash handling and banking.	E	AF/I
Knowledge of financial, personnel, health and safeguarding regulations and procedures	E	AF/I
SKILLS AND ABILITIES		
Ability to maintain efficient record keeping systems	E	AF/I
Ability to problem solve effectively	E	AF/I
Ability to communicate with a range of audiences, including colleagues, visitors, parents, governors and children	E	AF/I
Ability to show sensitivity and objectivity in dealing with confidential issues	E	AF/I
Ability to prioritise work, sometimes in a stressful environment, to meet deadlines	E	AF/I
Excellent written and verbal communication skills	E	AF/I
Ability to work within a professional team including caretakers, office staff and other stakeholders, being a professional role model to others	E	AF/I
QUALIFICATIONS		
At least NVQ2 or equivalent in a relevant discipline	E	AF
Evidence of participation in professional development or study including relevant qualifications.	D	AF
EXPERIENCE		
Experience of undertaking a range of clerical and admin duties, including data input and retrieval	E	AF/I
Experience of Excel, Word, email, and databases	E	AF/I
Experience of working in a school environment	D	AF/I
Experience of working with children	D	AF/I
SPECIAL ATTRIBUTES REQUIRED OF THE CANDIDATE		
Proven organisational skills	E	AF/I
Flexible attitude towards day-to-day tasks	E	AF/I
Ability to work under pressure	E	AF/I
Willingness to work additional / outside school hours if required	E	AF/I
Willingness to undertake relevant training.	E	AF/I
Other		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I