

**Person Specification Administrative Assistant Grade 4 – 13.50 hours per week Term Time Only**

**Fixed Term until July 2023**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Experience**   * Of working within a busy school office * Of working on school software systems Scholarpack and ParentPay * Of working with FMS6 & BMS Systems * Dealing with confidential and sensitive information and understanding the importance of confidentiality * Handling information in accordance with the Data Protection Principles * Handling, processing and reconciling cash, cheques, invoices or equivalent. * Ability to use own initiative to carry out both routine and complex tasks | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** | Application Form & Interview  Application Form & Interview  Application Form & Interview  Application Form & Interview  Interview/References  Interview/ References  Interview/ References |
| **Knowledge**   * A good standard of secondary education. GCSE English & Mathematics * Working with a variety of IT systems including word processing, spreadsheet and database operation. | **✓**  **✓** |  | Application Form  Application Form & Interview |

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| **Skills/Aptitudes**   * Reliability * Good communication skills at all levels * Excellent timekeeping * Discretion and confidentiality at all times * Ability to work as part of a team * Adaptable and flexible approach to working within school * Commitment to working with parents and the wider school community * Approachable friendly manner * Good sense of humour * Enthusiasm and positivity | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  | Application Form & References  Interview  References  References  References & Interview  Interview & References  References & Interview  Interview  Interview  Interview |
| **Specific Requirements**   * Suitability to work with children | **✓** |  | A current DBS enhanced disclosure. (This will be obtained by the school upon a provisional offer of employment). |