

ABBEY GATES PRIMARY SCHOOL

PERSON SPECIFICATION

Post Title: Admin Assistant

Date: October 2020

Category/Item	Essential	Desirable	Evidence
Experience: Admin role	✓		
Education and Training : Good standard of secondary education to GCSE level or equivalent including Maths and English	✓		
Knowledge: Microsoft Office, Sims		✓	
Skills/Aptitudes: Willingness to train Organised Customer service skills	✓		
Suitability to work with children: Two positive references Right to work in the UK DBS/Medical clearance	✓		References, DBS and Medical Clearance will be sought by the school prior to appointment of the successful candidate