

**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 & InterviewApplication Form & Interview Interview/References Interview/ ReferencesInterview/ 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 & ReferencesInterviewReferencesReferencesReferences & InterviewInterview & ReferencesReferences & InterviewInterview InterviewInterview  |
| **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). |