



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

**Fixed Term until July 2023**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Of working within a busy school office</li> </ul>	✓		Application Form & Interview
<ul style="list-style-type: none"> <li>• Of working on school software systems Scholarpack and ParentPay</li> </ul>		✓	Application Form & Interview
<ul style="list-style-type: none"> <li>• Of working with FMS6 &amp; BMS Systems</li> </ul>	✓		Application Form & Interview
<ul style="list-style-type: none"> <li>• Dealing with confidential and sensitive information and understanding the importance of confidentiality</li> </ul>	✓		Application Form & Interview
<ul style="list-style-type: none"> <li>• Handling information in accordance with the Data Protection Principles</li> </ul>	✓		Interview/References
<ul style="list-style-type: none"> <li>• Handling, processing and reconciling cash, cheques, invoices or equivalent.</li> </ul>	✓		Interview/ References
<ul style="list-style-type: none"> <li>• Ability to use own initiative to carry out</li> </ul>	✓		Interview/ References

both routine and complex tasks			
<b>Knowledge</b> <ul style="list-style-type: none"> <li>A good standard of secondary education. GCSE English &amp; Mathematics</li> <li>Working with a variety of IT systems including word processing, spreadsheet and database operation.</li> </ul>	✓  ✓		Application Form  Application Form & Interview

<b>Skills/Aptitudes</b> <ul style="list-style-type: none"> <li>Reliability</li> <li>Good communication skills at all levels</li> <li>Excellent timekeeping</li> <li>Discretion and confidentiality at all times</li> <li>Ability to work as part of a team</li> </ul>	✓ ✓ ✓ ✓ ✓		Application Form & References Interview References References References & Interview
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<ul style="list-style-type: none"> <li>• Adaptable and flexible approach to working within school</li> <li>• Commitment to working with parents and the wider school community</li> <li>• Approachable friendly manner</li> <li>• Good sense of humour</li> <li>• Enthusiasm and positivity</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview &amp; References</p> <p>References &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Specific Requirements</b></p> <ul style="list-style-type: none"> <li>• Suitability to work with children</li> </ul>	<p>✓</p>		<p>A current DBS enhanced disclosure. (This will be obtained by the school upon a provisional offer of employment).</p>