

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

**Fixed Term until July 2023**

	Essential	Desirable	Evidence
<b>Experience</b>			
• Of working within a busy school office	✓		Application Form & Interview
• Of working on school software systems Scholarpack and ParentPay		✓	Application Form & Interview
• Of working with FMS6 & BMS Systems	✓		Application Form & Interview
• Dealing with confidential and sensitive information and understanding the importance of confidentiality	✓		Application Form & Interview
• Handling information in accordance with the Data Protection Principles	✓		Interview/References
• Handling, processing and reconciling cash, cheques, invoices or equivalent.	✓		Interview/ References
• Ability to use own initiative to carry out	✓		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
---	-----------------------	--	--

<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>	✓  ✓ ✓ ✓ ✓		Interview & References  References & Interview  Interview  Interview  Interview
<b>Specific Requirements</b> <ul style="list-style-type: none"> <li>• Suitability to work with children</li> </ul>	✓		A current DBS enhanced disclosure. (This will be obtained by the school upon a provisional offer of employment).