



**BARNBY ROAD ACADEMY:
PRIMARY AND NURSERY SCHOOL**

Head teacher:

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Part-time Administration Assistant – Person Specification

	Essential or Desirable	How Identified
QUALIFICATIONS AND EXPERIENCE	E	A T I
Excellent numeracy/literacy skills ideally GCSE Grade C or equivalent		
Experience of working with Microsoft Office software Programmes	E	A T
Experience of working in a main stream school environment	E	A R
SKILLS	E	A I T
Excellent communication skills, both written and verbal. Ideally the ability to handle sensitive and/or hostile situations		
Accurate typing skills	E	A T
Ability to work with minimal supervision, using own initiative when required	E	A T I
ABILITIES KNOWLEDGE & UNDERSTANDING	E	A R I
Ability to ensure that the finances are accurate, timely and produced working to policy, regulations and legal requirements		
Ability to ensure that staff and pupil records are accurate and up to date – including payroll	E	A I
Working knowledge of Sims	D	A
Working knowledge of Accounting system	D	A
DISPOSITION	E	A I
Open – minded and receptive to new ideas, approaches and challenges		
Ability to relate well to children and adults	E	A I
Deal sensitively with people and resolve conflicts	E	A I
Commitment to equal opportunities, child protection and health & safety	E	I
A good understanding of 'confidentiality'	E	I

A- Application **T** – Tasks **R-** References **I** - Interview