

Thorntree Primary School

Person Specification - Administration Assistant

Criteria	Qualities	
	Qualities - Essential	Desirable
Qualifications and training	• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) • First Aid training (or willingness to complete it)	
Experience	• Working in a busy office environment • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team	• Working within education
Skills and Knowledge	• Excellent attention to detail • Good oral and written communication skills • Good knowledge of and confident using MS Word and Excel • Ability to learn new IT applications • Ability to use relevant office equipment effectively • Ability to plan, organise and prioritise • Ability to use own initiative • Ability to respond quickly and effectively to issues that arise • Work effectively and efficiently under pressure • Ability to build effective working relationships with colleagues • Understanding of data protection • Understanding of the need for confidentiality • Understanding of safeguarding	• Knowledge of SIMS and other education software • Experience of other MS office programs
Personal characteristics	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to working with integrity, honesty and fairness • Flexible, adaptable and a team player • Ability to keep calm and focussed in pressurised situations • Ability to prioritise effectively • Reliable and enthusiastic • Commitment to safeguarding and equality • Entitled to live and work in UK	