

Perdiswell Primary School

Person Specification: Administrative Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	
Experience	The Administrative Assistant should have experience of: working within an office or administration role; working as a PA or secretary; working within education.	The Administrative Assistant might have experience of: handling financial accounts.
Knowledge and understanding	The Administrative Assistant should have knowledge and understanding of: the nature of the routine tasks that need to be completed on a daily basis; the skills required to fulfil the role; computer programmes such as Excel and Word; the roles and responsibilities of teachers;	In addition, the Administrative Assistant might also have knowledge and understanding of: their own personal training needs; SIMS system.
Skills	The Administrative Assistant will be able to: manage and prioritise workloads; communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and	In addition, the Administrative Assistant might also have knowledge and understanding of: how to assist in ensuring that school diary commitments are kept up-to- date, and that the

	<p>handle all phone enquiries in the same way;</p> <p>provide a welcoming first point of contact for people who come to the school;</p> <p>make accurate judgements of situations, and refer these to other staff, if necessary;</p> <p>recognise the confidentiality of school information;</p> <p>assist to ensure that school diary commitments are kept up-to- date, and that the relevant people are informed of these commitments;</p> <p>work effectively and efficiently under pressure;</p> <p>how to assist in ensuring that school diary commitments are kept up-to- date, and that the relevant people are informed of these commitments.</p> <p>undergo further administrative training.</p>	<p>relevant people are informed of these commitments.</p>
<p>Personal characteristics</p>	<p>Adaptable</p> <p>Cool under pressure</p> <p>Friendly</p> <p>Ambitious</p> <p>Resourceful</p> <p>Good sense of humour</p>	