



# THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

## PERSON SPECIFICATION – Administration Assistant

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths grade C or above (or equivalent)</li> <li>Experience of administrative work in a busy office environment.</li> <li>Working effectively as part of team</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a school office or with young people</li> <li>Previous reception and or switchboard experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook</li> <li>Understand and comply with procedures and legislation relating to confidentiality and data protection</li> <li>Understanding of Safeguarding and child protection procedures</li> <li>Public facing role - candidate must speak fluent English</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of SIMS system</li> <li>General understanding of the operation of a school &amp; school procedures and policies</li> <li>Basic First Aid</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong organisational skills- ability to be proactive and prioritise work to meet deadlines</li> <li>Team player - ability to work effectively with others within immediate team and the wider school community</li> <li>Good interpersonal skills to build effective relationships with colleagues, pupils and their families</li> <li>Effective oral communication skills – able to exchange information clearly and accurately</li> <li>Ability to follow instructions</li> <li>Ability to work on own initiative</li> <li>Ability to work methodically and good attention to detail.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Professional demeanour</li> <li>Tact, diplomacy, discretion and confidentiality</li> <li>Flexible /adaptable</li> </ul>	<ul style="list-style-type: none"> <li>Ability to manage difficult or controversial exchanges</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to remain calm under pressure Self-motivated</li> <li>• Self-motivated</li> </ul>	
<b>Statutory/Legal</b>	<ul style="list-style-type: none"> <li>• Legal, statutory and regulatory requirements including an enhanced DBS</li> </ul>	