



## PERSON SPECIFICATION

### Administrative Assistant at Sunnymede Junior School

<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Educated to 'c' grade or above in GCSE English and Maths, or equivalent (Essential) Experience of administrative work in a busy office environment (Desirable) Current First Aid Qualification (Highly Desirable)
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills (Essential)
	Numeracy	Count and undertake calculations accuracy (Essential)
	Technology	Able to use a photocopier, word processor and basic databases (Essential) Knowledge of websites and how to update them (Desirable)
<b>Communication</b>	Written	Complete forms, write routine letters that are grammatically accurate (Essential)
	Verbal	Exchange routine verbal information clearly and sensitively with children and adults (Essential)
	Languages	Seek support to overcome communication barriers with children and adults (Essential)
	Negotiating	Consult effectively and sensitively with colleagues (Essential)
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy (Essential)
	SEN	Understand and support the differences in children and adults and respond appropriately (Essential)
	Curriculum	Basic understanding of the learning experience provided by the school (Essential)
	Child Development	Basic understanding of the way in which children develop (Essential)
	Health & Well being	Understand the importance of physical and emotional wellbeing (Essential) Ability to support children who may be unwell (Essential)
<b>Working with others</b>	Working with partners	Understand the role of others working in the school (Essential)
	Relationships	Establish rapport and respectful and trusting relationships with children, their families and carers and other adults (Essential)
	Team work	Work effectively with other adults in the school and also independently (Essential)
	Information	Provide timely and accurate information (Essential)
<b>Responsibilities</b>	Organisational skills	Good organisational skills; able to prioritise workload to ensure deadlines are met (Essential) Work accurately, with attention to detail (Essential)
	Time Management	Manage own time effectively (Essential) Willing to be flexible and adapt hours on a temporary basis, given reasonable notice (Essential)
	Creativity	Follow instructions accurately (Essential)
<b>General</b>	Equalities	Demonstrate a commitment to equality (Essential)
	Health & Safety	Basic understanding of Health & Safety (Essential)
	Child Protection	Understand/implement child protection procedures (Essential)
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality (Essential) Carry out all tasks, including written and verbal communication, in line with GDPR principles (Essential)
	CPD	Be prepared to develop and learn in the role (Essential)