



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – Administration Assistant

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

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