



St. Mary's C. of E. Primary School

St. Mary's CE (VA) Primary School Burnham-on-Crouch Administrative Assistant Person specification



General heading	Detail	Requirements	Desirable/ Essential D/E
Qualifications, training & Experience	Specific qualifications, training & experience	Recent experience of administrative work in a busy office environment Experience of working in a school office Educated to NVQ Level 2 or equivalent First Aid Qualification Experience of using SIMS and E Payroll systems	E D E D D
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures	D D
	Literacy	Excellent reading and writing skills	E
	Numeracy	Confident to count and undertake calculations Ability to undertake basic financial record keeping	E E
	Technology	Ability to use photocopier and reprographics equipment Confident user of Word and Excel software	E E
Communication	Written	Ability to complete forms and compose routine letters	E
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults	E
	Languages	Willing to seek support to overcome communication barriers with children and adults	E
	Negotiating	Ability and willingness to consult with colleagues Demonstrate sensitivity and tact	E E
Working with children	Behaviour Management	Ability to understand and implement the school's behaviour management policy	E
	SEN	Understand and support the differences in children and adults and respond appropriately	E
	Curriculum	Understand of the learning experience provided by the school	E
	Child Development	Basic understanding of the way in which children develop	E
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability and willingness to support children who may be unwell, injured or have soiled themselves	E E
Working with others	Working with partners	Understand the role of others working in and with the school	E
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers, colleagues and other adults Demonstrate a polite and welcoming manner Demonstrate confidence in working relationships with adults and children	E E E
	Team work	Ability to work effectively with other adults in the school and make a positive contribution to the school team Ability to work independently and show initiative	E E
	Information	Ability to provide timely and accurate information	E
Responsibilities	Organisational skills	Excellent organisational skills Methodical, neat approach to work Ability to work accurately with attention to detail Ability to remain calm when under pressure	E E E E
	Line Management	N/A	-
	Time Management	Ability to work at a fast pace and manage own time effectively	E
	Creativity	Ability to follow instructions and also show initiative	E
	General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and basic understanding of Health & Safety	E
	Child Protection	Understand and implement child protection procedures	E
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Maintain confidentiality and behave with discretion	E E
	CPD	Be prepared to develop and learn in the role	E