

Chapel Hill Primary School & Nursery

Person Specification Attendance, Reception & Administrative Assistant

1. Qualifications and Experience	Essential	Desirable
Recent experience of administrative work in a busy office environment.	✓	
Experience of administrative work in a school		✓
Educated to GCSE/NVQ Level 2 or equivalent.	✓	
Knowledge of general school policies and procedures.		✓
Excellent communication skills (written and oral).	✓	
Working knowledge of SIMS (database).		✓
Good knowledge of Outlook, Word & Excel.	✓	
2. Communication	Essential	Desirable
Ability to complete forms and write routine letters and e-mails.	✓	
Ability to exchange verbal information clearly and sensitively with adults.	✓	
Seek support to overcome communication barriers with children and adults.	✓	
Ability to consult with colleagues.	✓	
3. Working with others	Essential	Desirable
Understand the role of others working in and with the school.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	✓	
Ability to work effectively with other adults in the school.	✓	
Ability to work on your own.	✓	
Ability to provide timely and accurate information.	✓	
4. Responsibilities	Essential	Desirable
Good organisational skills.	✓	
Ability to work accurately with attention to detail.	✓	
Ability to manage own time effectively.	✓	
Ability to follow instructions.	✓	
5. General	Essential	Desirable
Demonstrate a commitment to equality.	✓	
Working knowledge and good understanding of Health & Safety.		✓
Understand and implement child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Be prepared to develop and learn in the role.	✓	
Hold a valid Paediatric First Aid certificate		✓