



## Deanery C.E. Primary School

### Administrative Assistant

### Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification and the job description; you should refer to these.

Description	Shortlisting
<b>Training &amp; Qualifications</b>	
1. Secretarial qualifications	Essential
2. Be numerate and accurate	Essential
3. Excellent communication skills, both verbal and written	Essential
4. English and Maths to GCSE	Desirable
5. Willingness to undertake job related training	Essential
<b>Successful Experience</b>	
1. Experience in a general administration environment	Essential
2. Experience of working successfully and co-operating as a member of a team	Essential
3. Office experience of at least two years	Desirable
4. Experience of reception work	Essential
<b>Professional Values</b>	
1. Wish to work within a Church of England School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body	Essential
2. Establish and maintain good professional relationships with pupils, parents and colleagues	Essential
3. Adopt a flexible approach to working	Essential
<b>Knowledge and Understanding</b>	
1. Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health and Safety and Inclusion	Essential
2. Be confident in the use of Excel, Word, email and database programmes	Essential
<b>Skills</b>	
1. Promote the school's aims positively	Essential
2. Establish and develop appropriate relationships with parents, governors, the Deanery and local community	Essential
3. Communicate effectively (both verbally and in writing) at all levels to a variety of audiences, e.g. pupils, staff, visitors	Essential
4. Promote a positive working environment	Essential
5. Be able to prioritise workloads; have excellent time management and organisational skills	Essential
6. Be able to work under pressure and meet deadlines	Essential
7. Ability to complete work to the required standards of accuracy and presentation	Essential
8. Ability to follow set procedures	Essential
9. Be able to use initiative with minimum supervision	Essential
10. Knowledge of standard office equipment	Essential
<b>Personal Characteristics</b>	
1. An awareness of the ethos of a Church school	Essential
2. Be knowledgeable and highly competent	Essential
3. Be punctual	Essential
4. Be approachable and empathetic	Essential
5. Be creative and enthusiastic	Essential
6. Be organised and resourceful	Essential
7. Be committed	Essential
8. Be of smart appearance	Essential
<b>Special requirements</b>	
1. Be willing to undergo an Enhanced Criminal Records Bureau disclosure check	Essential
2. Be willing to undergo a pre-employment health check	Essential