



## **WEST JESMOND PRIMARY SCHOOL**

### **Person Specification**

#### **Administrative Assistant – L2**

The following criteria (experience, skills and qualifications) will be used to short-list and to select for the role

#### **Essential**

Able to demonstrate

#### **Personal Qualities**

- A smart appearance with a cheerful disposition
- Good verbal and written communication skills
- Ability to conduct duties in a professional manner
- Able to remain calm and professional when dealing with competing demands and enquiries
- Good organisational skills with the ability to prioritise tasks and meet deadlines

#### **Professional Qualities**

- A good standard of general education, including literacy and numeracy skills
- Knowledge of Microsoft Office applications with the ability to create, manipulate and update spread sheets and databases and good keyboard skills.
- Ability to prioritise work to meet deadlines.
- Ability to undertake clerical, financial and numeric tasks accurately with attention to detail
- Ability to gather and collate accurate information in a required format.
- Ability to take direction, work as part of a team and on own initiative.
- Ability to provide administrative and clerical support maintaining confidentiality at all times.

- The ability to converse at ease with pupils and families and provide advice in accurate spoken English
- Flexible and willing to undertake a range of administrative duties appropriate to the role
- Commitment to maintaining confidentiality and professional standards
- Commitment to maintaining a healthy, safe and secure school environment and following school policies and procedures

### Desirable

- Relevant administrative, business or ICT qualification, or equivalent experience
- Knowledge of school administrative and/or management information systems  
Knowledge of basic financial procedures, including handling and reconciling cash
- Experience of:
  - Providing good customer service skills, both face to face and on the telephone.
  - Responding to complex enquiries.

**Safeguarding statement: The successful candidate will be expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people and to act in accordance with the school's safeguarding policies and procedures.**