



The Grove Infant and Nursery School Person Specification: Administrative Assistant – H1-3

	Essential	Desirable
Qualifications and experience	<p>Excellent numeracy and literacy skills (minimum GCSE grade C in English and Maths or equivalent). Evidence of accredited learning relevant to the post (at NVQ 3 level) is desirable but not essential. Previous experience of working with database programmes and applications.</p>	<p>Administrative experience or qualifications Evidence of further training in ICT Experience of SIMS (School Information and Management System)</p>
Knowledge and understanding	<p>Understanding and practice of confidentiality Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and Inclusion Confident in the use of Excel, Word, email and database programmes.</p>	<p>Experience of working within the school environment</p>
Skills	<p>Ability to work as part of a team High levels of organisation and able to keep clear records Good ICT skills Good record-keeping Excellent administrative skills Able to form good relationships with other staff Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors Promote a positive working environment Be able to prioritise workloads; have excellent time management and organisational skills Be able to work under pressure and meet deadlines Be able to use initiative</p>	<p>Ability to manage time effectively and prioritise tasks Flexibility</p>
Personal characteristics	<p>Team Player Knowledgeable and highly competent Organised, resourceful and committed Calmness Initiative Confidentiality Sense of Humour Approachable and empathetic Punctual Creative and enthusiastic</p>	

