



Peartree Way Nursery School

Admin Assistant – Person Specification

Attributes	Essential	Desirable
Qualifications	Good general standard of education with qualifications GCSE Maths and English	Paediatric First Aid
Experience	<p>Experience in having to prioritise demands and meet multiple needs.</p> <p>Experience in the use of databases and software packages.</p> <p>Experience of working in a customer focused operation.</p>	<p>Experience of working in a school environment or experience of working with young people</p> <p>Experience of compliance with the requirements of regulatory bodies.</p>
Knowledge	Experience and knowledge of safeguarding requirements	<p>Knowledge or understanding of school procedures</p> <p>Knowledge of Administration and Finance</p>
Skills and Abilities	<p>Excellent written and oral communication skills</p> <p>Good interpersonal skills – working with staff, children, parents/carers and visitors to our school</p> <p>High level of personal organisation, and the ability to work without close supervision</p> <p>Calm, confident attitude and the ability to work under pressure and to tight deadlines.</p> <p>Good sense of humour</p>	<p>ICT Skills (Microsoft Office products, Microsoft Outlook, databases)</p> <p>Good analytical ability allied with skills in interpreting, understanding and acting on information from various sources.</p> <p>Experience of using Arbor</p>

