Welwyn St Mary’s Primary School



**Administrative Assistant Person specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * GCSE Grade C / Grade 5 or equivalent in Maths and English. |  | Application form |
| Experience | * Experience of working in a busy office environment. * Experience in a customer/public facing role. | * Experience working in a school office environment. | Application form / Interview |
| Personal qualities | * Excellent interpersonal skills with both children and other adults. * Good personal organisation and the ability to prioritise workload and multi-task. * Ability to deal with sensitive issues and maintain confidentiality at all times. * Ability to show initiative in a range of situations. * Ability to work independently and as part of a team. |  | Interview |
| Communication skills | * Ability to liaise professionally and positively with children, staff, parents and external contacts. * Excellent written English. |  | Application form and interview |
| Knowledge | * Ability to use MS Word, Excel and Outlook. * Ability to quickly learn new school specific software packages. * Understanding of the importance of Safeguarding in a school context. | * Ability to use Arbor and Parentmail | Application form and interview |
| Equal Opportunities | * Commitment to equality of opportunity for all regardless of protected characteristics. |  | Application form and interview |
| Church School | * Sympathy with the Christian ethos and values at the heart of school life. |  | Application form and interview |