Welwyn St Mary’s Primary School



**Administrative Assistant Person specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |