

HOBBS HILL WOOD PRIMARY SCHOOL

PERSON SPECIFICATION FOR H3 OFFICE ASSISTANT

The criteria in the person specification will be used as follows:

A – the panel will look for evidence on the candidate’s application form

I – the panel will look for evidence at interview

T – the panel will look for evidence from a task to be completed at interview

	Essential	Desirable
Qualifications/training	<ul style="list-style-type: none"> Maths and English at grade C or above (or equivalent) (A) 	
Experience	<ul style="list-style-type: none"> Administration experience as part of a team (A) 	<ul style="list-style-type: none"> Experience of working in a school (A)
Knowledge	<ul style="list-style-type: none"> Good working knowledge of Microsoft Office, including Word and Excel (A,T) Level 1 Safeguarding (training will be provided) / awareness of keeping children safe (A,I) First aid (training will be provided) (A) 	<ul style="list-style-type: none"> Experience of school databases and communication tools, e.g. Arbor and Arbor Finance (A,I) Knowledge of GDPR (A)
Skills and abilities	<ul style="list-style-type: none"> Good communication skills, both verbal and written (A,I) Good English grammar (A,T) Ability to undertake a wide range of administrative tasks (A,I) Attention to detail (A,T) 	
Personal competencies and qualities	<ul style="list-style-type: none"> Flexible – able to adapt to change circumstances (I) Customer service focused – able to work in a busy, customer facing environment (A,I) Team player – able to work as part of a team (A,I) Good listener (I) Understand and embrace the school ethos (I) Well organised and planner (A,I) Friendly and approachable (I) 	