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| **CHOWBENT PRIMARY SCHOOL**  **PERSON SPECIFICATION**  **ADMINISTRATION ASSISTANT** | | | |
| **Criteria** | **Necessary Requirements** | **Req'd** | **Assessed By:** |
| **Qualifications** | Minimum of 4 GCSE A-C inc English & Maths (or equivalent) | E |  |
| **Knowledge and Experience** | Demonstrate a high standard of customer service. | E | A I |
|  | Working within a busy office environment | E | A I |
|  | Experience of working within an administrative/secretarial environment | E |  |
|  | Working with IT systems, in particular Word, Excel and Outlook, Publisher, Sch. SIMS and FMS | D | A I |
|  | Information Technology skills (Microsoft Office), including the ability to use spreadsheets and database and utilise software packages to produce documentation to a high standard. | D | A I |
|  | The use of SIMS for the purpose of assisting with pupil assessment | D |  |
|  | Manage, maintain pupil records for the school census | D |  |
|  | Manage the pupil database and process new intake data for taking across to the new academic year. | D |  |
|  | Experience of ordering and receipting goods via the FMS system | D | A I |
|  | Collection, recording and reconciliation of school monies received | D | A I |
|  | Experience of preparing documentation to a high standard using the full range of word processing services | E | A I |
|  | Understanding of pupil admissions | D | A I |
|  | Update and manage the school website for whole school information to parents and the wider community. | D |  |
|  | Excellent command of the English Language, spelling and grammar. Inclusive of the ability to communicate at all levels (verbally and in writing) | E | A I |
| **Skills** | Good organisational and administrative skills, including diary management. | E | A I |
|  | Ability to maintain a team working environment, understanding a variety of roles and responsibilities appropriate to service need | E | A I |
|  | Able to work on own initiative with minimum supervision | E | A I |
|  | Ability to work under pressure and to meet deadlines | E | A I |
|  | High standard of presentation of work | E | A I |
|  | Ability to work collaboratively with colleagues and carry out role effectively | E | A I |
|  | Enthusiastic, positive, interpersonal skills | E |  |
| **Personal Characteristics** | Work effectively and efficiently under pressure. | D |  |
|  | Willingness to develop skills and knowledge | D |  |
|  | Ability to work on own initiative and prioritise workload to meet required deadlines | E |  |