



Earley St Peter's Church of England Primary School

Admin Assistant

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications:</p> <ul style="list-style-type: none">• NVQ level 3 or equivalent (e.g. A Levels)• Good standard of general education, e.g. GCSE English and Mathematics C grade+• Knowledge of MIS systems/databases e.g. HR ACCESS/Arbor• Knowledge of spreadsheets and word processing packages
<p>Skills/Abilities:</p> <ul style="list-style-type: none">• Good general communication skills• Tact, diplomacy, confidentiality and sensitivity are paramount to this post• Good telephone manner• Good organisational skills – able to prioritise workload• Have high level of attention to details• High standard of written English• Competent use of Word, Excel and Outlook• Able to work independently but also as part of a team• An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
<p>Experience:</p> <ul style="list-style-type: none">• At least two years' experience in a similar administrative or school based role is preferable
<p>Personal Qualities:</p> <ul style="list-style-type: none">• A flexible approach to work• A sense of responsibility• Tact and diplomacy• Integrity• Confidentiality and sensitivity• Ability to stay calm under pressure
<p>Special Factors:</p> <p>Overtime may be available from time to time</p>