

COTTENHAM PRIMARY SCHOOL



POST: Office Administrative Assistant

Person Specification

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The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of Assessment
	These are qualities without which the applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Educational Achievements, qualifications and Training	<ul style="list-style-type: none"> English and Mathematics GCSE C grade or above 	<ul style="list-style-type: none"> Further educational qualifications Relevant professional qualifications 	Application Form Production of Applicant's certificates
Knowledge and experience	<ul style="list-style-type: none"> Knowledge and experience of a variety of administrative systems and processes and procedures Experience of working in a busy office environment Previously held or willingness to gain a First Aid certificate 	<ul style="list-style-type: none"> An awareness and understanding of school/public sector management information systems Understanding of promoting positive relationships with the wider school community and beyond Hold an up-to-date First Aid certificate 	Application form Interview References
Skills and abilities	<ul style="list-style-type: none"> Exceptional planning and organisational skills including achieving deadlines Excellent written and verbal communication Highly developed interpersonal skills Secure and confident IT skills An ability to use initiative and prioritise work Being accurate and well organised in approach to work An ability to follow instruction An ability to think clearly under pressure 		Application Form Interview Lesson Observation References
Equal Opportunities	<ul style="list-style-type: none"> A total commitment to equal opportunities Respect for young people and their needs 		Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> Commitment to high educational, professional and personal standards 	<ul style="list-style-type: none"> An ability to be ambitious and aspirational for self 	Application form

	<ul style="list-style-type: none"> • A high level of motivation, a positive disposition and a willingness to be involved at all levels • To have a strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working 	and others in the organisation	References Interview
Other requirements	<ul style="list-style-type: none"> • Excellent record of attendance and punctuality • Comply with Safeguarding checks, including an enhanced DBS Check 		Application Form References DBS Check