COTTENHAM PRIMARY SCHOOL

POST: Office Administrative Assistant

Person Specification

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| **Person Specification**  The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. | | | |
|  | **Essential**  These are qualities without which the applicant could not be appointed. | **Desirable**  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria. | **Method of Assessment** |
| Educational Achievements, qualifications and Training | * English and Mathematics GCSE C grade or above | * Further educational qualifications * Relevant professional qualifications | Application Form  Production of Applicant’s certificates |
| Knowledge and experience | * 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 | * 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 | * 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  References |
| Equal Opportunities | * A total commitment to equal opportunities * Respect for young people and their needs |  | Application Form  Interview  References |
| Personal Qualities | * Commitment to high educational, professional and personal standards * 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 | * An ability to be ambitious and aspirational for self and others in the organisation | Application form  References  Interview |
| Other requirements | * Excellent record of attendance and punctuality * Comply with Safeguarding checks, including an enhanced DBS Check |  | Application Form  References  DBS Check |