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 FormProduction 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 formInterviewReferences |
| 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 FormInterviewReferences  |
| Equal Opportunities | * A total commitment to equal opportunities
* Respect for young people and their needs
 |  | Application FormInterviewReferences |
| 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 ReferencesInterview |
| Other requirements | * Excellent record of attendance and punctuality
* Comply with Safeguarding checks, including an enhanced DBS Check
 |  | Application FormReferencesDBS Check |