

# Walmore Hill Primary School

## Person Specification for School Administrative Assistant

	Essential	Desirable
<b>Qualifications and professional development</b>	<p>Excellent literacy, numeracy and ICT skills</p> <p>Experience and / or qualification in Microsoft Office packages (Word, Excel, etc)</p>	<p>Qualified to GCSE standard in English and Mathematics</p>
<b>Experience</b>	<p>Working in an office environment using ICT and proven experience of working using own initiative</p>	<p>Experience of working in an education environment</p>
<b>Personal characteristics and proven ability</b>	<p>A warm and welcoming personality with a professional approach to work.</p> <p>Committed to providing the best possible level of efficiency and effectiveness.</p> <p>Able to manage own time effectively</p> <p>Excellent organisational skills.</p> <p>Positive and enthusiastic.</p> <p>Flexible approach to work.</p> <p>A team player.</p> <p>Good attendance.</p> <p>Good punctuality.</p> <p>Calm under pressure.</p> <p>Resourceful.</p>	<p>A willingness to contribute to the policies and procedural developments within the office and wider school as appropriate.</p>
<b>Knowledge and understanding</b>	<p>Understands and applies confidentiality and support within the breadth of the posts.</p> <p>Ability to follow school policies and procedures.</p> <p>Awareness of role in safeguarding children</p>	<p>Recent Child Protection / Safeguarding training</p>

**This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. This position is subject to an enhanced DBS check.**