



Person Specification – Administration Assistant – 2025

This specification lists the competencies of an experienced/fully trained post-holder. E = Essential / D = Desirable

<u>Qualifications</u>	Qualifications or experience in relevant discipline i.e. administration or customer service	E
<u>Experience</u>	Relevant experience working in similar environment	E
	Experience in using Office or other ICT packages	E
	Good literacy, numeracy and typing skills	E
	Ability to plan and develop own workload and time management	E
	Ability to relate well to children and adults	E
	Working in a school	D
	Understanding of school registration procedures	D
<u>Knowledge and skills</u>	Patience and the ability to deal with a wide range of demands from a variety of people, all at once	E
	Polite, pleasant, calming disposition and efficient telephone manner	E
	Flexible attitude towards day- to -day tasks	E
	Ability to work under pressure using initiative	E
	Ability to work effectively as part of a team	E
	Ability to work with a minimum of supervision	E
	Ability to innovate and manage change in a rapidly changing environment	E
	Good written and oral communication skills	E
	Excellent interpersonal and communication skills	E
	Promote a positive working environment and demonstrate enthusiasm	E
	Understanding of promoting positive relationships within the school and the wider school community	D
	Understand national and local government educational strategies.	D
	A knowledge of First Aid	D
	Willingness to undertake administration of medication certificate	E
<u>Special Requirements</u>	Meticulous attention to detail	E
	Willingness to act upon feedback and constructively challenge the work of self to improve on practice	E
	Cheerful disposition, a sense of humour and loyalty.	E
	Flexibility	E
	Willingness to engage in Staff training and development	E
	Support our distinctively Christian Ethos	E
	Willingness to attend home visits to monitor attendance and offer pastoral support to families on entry to school	E
	Commitment to safeguarding	E