

FORT ROYAL COMMUNITY PRIMARY SCHOOL

PERSON SPECIFICATION: ADMINISTRATIVE ASSISTANT

Attributes	Essential	Desirable
Qualifications and Training	<p>Evidence of recent relevant training to enhance current role</p> <p>Qualification (At GCSE or equivalent level) in Literacy and Numeracy</p>	<p>Qualification in Administration or Office Management</p> <p>Accreditation in aspects of ICT for administrative applications</p>
Experience	<p>Experience of using ICT systems and databases for various purposes</p> <p>Experience in a range of personnel issues</p> <p>Responsibility for specific delegated aspects of administrative and clerical duties</p>	<p>Experience in creating publicity and information materials</p> <p>Experience of working in a school</p> <p>Experience of managing ICT systems and databases for various purposes</p>
Skills and Abilities	<p>Ability to multi-task within a busy office environment</p> <p>Commitment to ensuring delivery of high standards in all the delegated functions expected of the applicant as part of the administrative team</p> <p>Ability to prioritise and complete tasks within required timescales</p> <p>Ability to effectively develop and maintain administrative and financial systems and procedures</p> <p>Ability to work supportively and collaboratively with all staff and operate as part of an effective team</p>	<p>Ability to make accurate minutes of meetings</p>

	<p>Excellent literacy and communication skills, including the ability to create reports, policies and documentation to a high professional standard</p> <p>Excellent ICT skills</p>	
Professional Knowledge and Understanding	<p>Significant experience in key aspects of organisational and administrative issues relating to the smooth and effective running of the school</p> <p>Ability to prioritise a demanding workload and create organisational systems that effectively support this</p>	<p>Use of ICT to access information that will be of benefit to the school</p> <p>A sound knowledge of the ICT and clerical systems and procedures required to effectively undertake the role e.g. SIMS.</p>

<p>Personal Qualities</p>	<p>Self-motivated and hard working</p> <p>Good interpersonal skills enabling the development of strong working relationships with colleagues, parents and the wider community</p> <p>Ability to undertake duties with enthusiasm, vision, flair sensitivity and attention to detail</p> <p>A diligent and methodical approach to all aspects of the job</p> <p>Ability to be self-reflective and open to professional critical appraisal, with an awareness of the validity of others' perceptions</p> <p>Ability to inspire trust and confidence and to recognise confidential material and treat appropriately</p> <p>Ability to manage effectively under pressure whilst retaining high professional standards in interactions and maintaining positive relationships</p> <p>Ability to demonstrate good judgement and take decisions within prescribed parameters based on a sound professional basis, and prioritise actions, tasks and activities to meet the wider needs of school improvement</p> <p>Highly developed organisational skills</p> <p>Flexibility and the ability to use initiative in modifying systems and procedures to support the best interests of the school</p>	<p>Ability to negotiate outcomes within agreed parameters that are in the best interests of the school</p> <p>Resolute and determined in securing the best possible outcomes</p> <p>Supportive of staff development, able to respond sensitively to the impact of change on colleagues</p> <p>A good understanding and experience of working with safeguarding practices,</p>
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