DANSON PRIMARY SCHOOL

Nurture-Believe-Inspire-Achieve

Person Specification

School Administrative Assistant

Qualifications	Minimum of three GCSEs (A*-C) including Maths and English or equivalent.
Experience	To have at least two years' experience of working in a busy office. To have experience of a variety of clerical skills. To be IT literate (MS Office, Google). To have experience of Arbor or similar MIS system. To have experience of SIMS Connected (FMS6) or similar system. To have experience of the use of a variety of reprographic machines. To have experience of banking procedures. To have experience of working to tight deadlines. To have experience of dealing with members of the public and professionals. First Aid trained.
Knowledge of	Word processing, typing. Filing Systems. Computerised MIS and banking/finance systems. Reprographic systems.
Skills	To be able to relate to children. Typing/word processing skills. To input data onto the computer. Ability to handle varied work and prioritise jobs. Provide clerical/administrative support. To show good interpersonal skills. Letter drafting/proof reading skills. Literacy and numeracy skills. To show initiative. To be able to deal with enquiries from adults and children. To maintain confidences and to work with highly confidential information To be adaptable and flexible. Have an understanding of Safeguarding.
Commitment to	Efficient and effective administrative support. The School and Council's Equal Opportunities policies. Working in partnership with all stakeholders at Danson.

The above person specification will also be used as selection criteria.