

Person Specification



Job Title: Resource & Administration Assistant
School: Garratt Park School
Salary: Scale 4

Aim and main purpose of the job

The **Resource** aspect of this post is to provide support for teachers in the production of materials for students, the oversight and use of resources and multi-functional devices. It will also involve the production, application and oversight of display around school.

The **Administration** aspect of the post is to provide support to the Bursar with matters relating to finance and personnel. It will also involve providing support to the Exams Officer in the entry and collation of student information relating to exams along with in internal assessment database maintenance. This will require the use of online systems (e.g. FMS/ Exams Officer aspects of SIMS) and other spreadsheets on Google Drive.

This post will be based in the Resource Room.

	Essential	Desirable
Qualifications and Experience		
GCSE/ Level 2 or equivalent qualifications	✓	
Degree or higher education diploma		✓
Experience in administrative or clerical work	✓	
Experience in using IT and other multi-function devices	✓	
Experience in using online systems including spreadsheets and databases	✓	
Previous experience in a school		✓
Personal Qualities and skills		
Good IT skills (including word processing, spreadsheets etc)	✓	
Good literacy and numeracy skills	✓	
Good organisational skills	✓	
Skills in using databases or similar online systems (EG SIMS, FMS)		✓
Flexibility and a readiness to participate in whole school life	✓	
Skills in using design based software (eg Adobe)		✓
Ability to meet deadlines and remain calm under time pressure	✓	
A team player willing to help wherever is needed in the team	✓	
Energy, enthusiasm and a positive attitude	✓	
Excellent record of health and attendance.	✓	
Willing to participate in whole school development and training opportunities	✓	
Ability to maintain confidentiality	✓	
Flexibility in working days (including results day in August)		✓