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| **Administration Assistant**  **Personal Specification** | | |
|  | | Essential Desirable |
| **Knowledge** | |  | | --- | | 1. Good working knowledge of SIMs or a similar school management information systems  2. Working knowledge of data protection legislation | | D  D |
| **Qualifications and Experience** | |  | | --- | | 1. A good level of literacy and maths demonstrated with grade 4 GCSE or above in English and maths or equivalent qualification. 2. Two or more years’ experience of working in a clerical or administrative role ideally in a primary school. 3. Excellent IT skills including Microsoft Office (word, excel, power point) and proficient use of e-mail and the Internet. 4. Proven ability to organise own workload effectively. 5. Excellent interpersonal and communication skills, both oral and written. 6. Experience of uploading and downloading data to websites. | | E  D  E  D  E  D |
| **Leadership and Management Framework** | |  | | --- | | **Achieving Results**  1. Ability to maintain effective and accurate records.  2. Ability to work independently and take initiative when appropriate.  3. Flexibility and ability to work as part of, and contribute to, the school’s administrative team.  4. Excellent time management skills, including ability to determine priorities and deal with conflicting deadlines.  5. Ability to pay close attention to detail to ensure accuracy.  6. Ability to work under pressure in our busy school environment.  7. An understanding of the necessity for maintain strict confidentially, where appropriate.  8. Resourcefulness, enthusiasm, patience and a sense of humour. | | E  E  E  E  E  E  E  E |
|  | |  | | --- | | **Engaging with Others**  1. Ability to deal with colleague, pupils, parents, visitors and outside agencies, in a positive and professional manner which promotes a positive image of St Faith’s CE School. | | E |
|  | |  | | --- | | **Learning Effectively**  1. Excellent IT skills and willingness to undertake further training as required.  2. A commitment to learn new skills. | | E  E |