

SOUTH GOSFORTH FIRST SCHOOL
Administration Assistant Person Specification - 19 hours per week

CATEGORY	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> 5 GCSEs (A-C) including Maths and English or equivalent. NVQ Level 2 in Business Administration or equivalent 	Evidence of continuing professional development in some or all of the following: <ul style="list-style-type: none"> School administration Health and Safety First Aid Use of ICT 	Application form
EXPERIENCE and KNOWLEDGE	Relevant experience / knowledge of: <ul style="list-style-type: none"> Previous administration or office experience Safeguarding practices and issues; Microsoft Office programmes e.g. Word and Excel Working as part of a team; Communicating effectively with a wide range of stakeholders; 	Relevant experience / knowledge of: <ul style="list-style-type: none"> Working within a school environment Using SIMS and FMS ParentPay or other school payment system School admissions procedures Developing and managing school websites School attendance procedures First aid 	Application form References Interview
SKILLS and PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to communicate effectively both verbally and in writing; Highly developed interpersonal skills; able to relate well to children and adults, and deal professionally and sensitively with others; Excellent organisational and time management skills; able to meet deadlines and prioritise workload; Commitment to working as part of a team; Self-starter with the ability to work on own initiative; Ability to build and sustain effective working relationships Flexibility and adaptability, managing conflicting demands and a busy schedule 	<ul style="list-style-type: none"> Willingness to undertake further professional development Willingness to contribute to wider school life and events 	Application form References Interview