



Princes Primary School

Administrative Assistant Person Specification

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Minimum GCSE or equivalent in English and Mathematics • 	<ul style="list-style-type: none"> • Knowledge of SIMS or equivalent system
Experience	<ul style="list-style-type: none"> • Experience in business administration using relevant systems, processes and procedures • Experience of working as part of a team • Experience of working in a busy office environment 	<ul style="list-style-type: none"> • Experience of working within a primary school or nursery setting
Commitment	<ul style="list-style-type: none"> • A strong commitment to equality and inclusion. • A commitment to the school's ethos and development • An understanding of and a personal commitment to the Vision and Values of the school. • Hard working and committed individual • Reliable, trustworthy and resilient • Commitment to lifelong learning and CPD 	
Knowledge and Skills	<ul style="list-style-type: none"> • Good standard of spoken and written English • Excellent manners and ability to provide a positive impression of the organisation. • An ability to maintain records and confidentiality • An ability use ICT packages as per job specification for a variety of procedures • Good organisational and time management skills • Able to take and act upon feedback • Patience and willingness to facilitate 	<ul style="list-style-type: none"> • Knowledge of child protection procedures and safeguarding including the principles of safer recruitment and the requirements of the Single Central Record • Understanding of school admission procedures and policies • Knowledge of Microsoft Office packages (Excel and Word)
General	<ul style="list-style-type: none"> • Enhanced DBS clearance will be essential • Commitment to the safeguarding of children and young people 	