



Barnsole Primary School

Person Specification – Administration Assistant (D2)

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A-Level 	<ul style="list-style-type: none"> • Degree
Professional knowledge and experience	<ul style="list-style-type: none"> • Ability to use all Microsoft office programmes, specifically Word and Outlook and Excel • High level of general computer literacy 	<ul style="list-style-type: none"> • Customer service experience
Personal qualities and skills	<ul style="list-style-type: none"> • Ability to work as part of a team • Has a professional approach • Able to communicate effectively with colleagues • A calm professional manner, efficient, organised with good time keeping • Ability to use own initiative • Ability to prioritise and manage workload • Enthusiastic and self-motivated • Committed to safeguarding and promoting the welfare of children • Understand and maintain confidentiality whilst following school policy • Ability to work under pressure and to work to set deadlines • Flexibility • Positive and energetic • Committed to own professional development 	<ul style="list-style-type: none"> • Well presented, with a welcoming and friendly manner

Evidence that candidates meet the essential requirements will be considered during short listing from the application form and any personal statement provided. At interview candidates will be expected to answer questions about their knowledge and experience, along with personal qualities and skills. The interview will also explore issues relating to safeguarding and promoting the welfare of children.