**The Avenue Primary School**

**Level 2 Administration Assistant: Person Specification**

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| Area | Essential Criteria | Desirable Criteria |
| Qualifications and training | * Good numeracy and literacy skills with a GCSE grade C or equivalent in English and Maths
 | * Working knowledge of Simms
* First aid qualification
* Safeguarding Training
* Additional qualifications and training relating to administration and finance
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| Experience/Knowledge | * Experience of working in an administration role
* Proven track record of working successfully as part of a team
 | * Experience in working in a school environment
* Order processing and payments
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| Skills | * Confident with use of Microsoft, and other relevant computer database programs
* Prioritise their workload and complete all tasks required of them
* Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.
* Demonstrate an organised and effective approach to handling a demanding workload
 | * Demonstrate a working knowledge of how to manage the reputation of a school and engage with the school community
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| Personal Qualities | * Friendly, approachable and professional manner
* Maintain successful working relationships with colleagues
* High levels of drive, enthusiasm and integrity
* Excellent written and verbal communication skills
* High expectations of self and professional standards
* Ability to consistently model the positive values, attitudes and ethos of the school and Trust
* Capable of prioritising work and managing demanding situations and deadlines
* Willingness to learn
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