

**PERSON SPECIFICATION  
SENIOR ADMINISTRATIVE ASSISTANT**

Requirement	Essential	Desirable
Qualifications/experience	<ul style="list-style-type: none"> <li>• Experience of working in a clerical or administrative role ideally in a primary school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of schools admissions procedures</li> <li>• Experience of following up day to day attendance issues</li> <li>• Working knowledge of data protection legislation/GDPR</li> <li>• Basic first aid</li> <li>• Understanding of child protection procedures/Maintaining SCR</li> </ul>
ICT skills	Competent in the use of: <ul style="list-style-type: none"> <li>• Microsoft word and Excel</li> <li>• Management Information Systems</li> </ul>	Familiar with: <ul style="list-style-type: none"> <li>• Scholar pack</li> <li>• PowerPoint</li> <li>• Internet</li> </ul>
Office and reception skills/knowledge	<ul style="list-style-type: none"> <li>• Ability to maintain effective and accurate records</li> <li>• Ability to pay close attention to detail to ensure accuracy</li> <li>• Able to work to deadlines and use own initiative</li> <li>• Flexibility and ability to work as part of, and contribute to, the school's administration team</li> <li>• Understanding of the necessity to maintain strict confidentiality where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Placing orders and receipting goods</li> <li>• Maintaining a list of services provided (including lettings)</li> <li>• Bank cash and cheques received by the school/academy</li> <li>• Maintain school trip records</li> <li>• Shortlist and interview (The central HR team will support the rest of the recruitment process)</li> <li>• Maintain Single Central Record (Ofsted requirement that each school maintains their own Single Central Record)</li> <li>• Verify documents for new staff/volunteers as part of DBS process</li> <li>• Maintain leave of absence/sickness absence records</li> <li>• Complete Return to work meetings</li> <li>• Investigate Capability, disciplinary, grievance issues (support provided from central HR team)</li> <li>• Performance Management of all staff</li> </ul>

Working with people of all ages	<ul style="list-style-type: none"><li>• Effective and clear communication skills</li><li>• Ability to deal with pupils, parents, visitors and outside agencies in a positive and professional manner</li></ul>	
Personal Qualities	<ul style="list-style-type: none"><li>• A sense of humour and patience</li><li>• Excellent time keeping and pattern of attendance</li><li>• Ability to use initiative</li><li>• Personal integrity and loyalty</li></ul>	