

**St. Peter's Elwick CE Primary School / Hart Primary School**  
**Admin Asst post - Person Specification and Criteria for selection**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Criteria Assessed</b>
Application	<ul style="list-style-type: none"> <li>Well-presented application form and supporting statement</li> </ul>		Application Form
Qualifications and knowledge	<ul style="list-style-type: none"> <li>Good general education including GCSE (or equivalent) English and Maths</li> <li>Excellent oral and written communication skills</li> <li>Excellent level of IT skills, including Microsoft Office, email and database programs</li> <li>A working knowledge of a MIS system e.g. SIMS/Scholar Pack</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the statutory requirements of legislation concerning schools.</li> <li>Current valid driving licence and appropriate car insurance for business use</li> </ul>	Application Form, certificates and interview
Experience	<ul style="list-style-type: none"> <li>Previous experience of working in a busy office environment</li> <li>Experience of working with a variety of stakeholders e.g. pupils, parents, staff and governors</li> <li>Experience of handling money</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school</li> </ul>	Application form and interview
Work related skills and competencies	<ul style="list-style-type: none"> <li>Ability to undertake a range of office administration tasks</li> <li>Confidence in delivering accurate information, both oral and written, to a variety of audiences</li> <li>Good team-working, interpersonal and listening skills</li> <li>Ability to prioritise workloads; excellent time management and organisational skills in order to meet deadlines</li> <li>Ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>Ability to encourage others to make the best use of their abilities</li> <li>Ability to liaise effectively with the senior management team</li> <li>Awareness of website and social media platforms used in marketing.</li> </ul>	Application form and interview
Personal and professional attributes	<ul style="list-style-type: none"> <li>Supportive of the school's ethos and aims</li> <li>Caring attitude towards pupils and parents</li> <li>Ability to deal with confidential matters sensitively and discreetly</li> <li>Hardworking, energetic and enthusiastic</li> <li>A good health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>Open-minded and creative, with an ability to use initiative and be innovative</li> <li>Willingness to contribute to Academy life</li> </ul>	Application form and interview
References	<ul style="list-style-type: none"> <li>Fully supportive references</li> <li>Disclosure &amp; Barring Service clearance</li> </ul>		References and DBS certificate