Personnel Specification
Post: General Administration Assistant Cavendish Primary School Grade: BAND 6

Attributes	Essential	Desirable	How identified
Qualifications	• Good standard of Education • GCSE level C or above in English and Mathematics (or equivalent qualification)	• RSA Level 2 (word processing) or proven ability to produce work to that standard • Evidence of further or higher education, particularly business related • Certificate of School Administration	Application form Interview References
Experience and skills	• Previous customer service experience • Experience of operating office equipment including: photocopiers, fax machines and computer based systems • High level IT skills; ability to use Microsoft Excel, Word and PowerPoint • Knowledge and experience of following financial procedures • Excellent communication skills: written and spoken • Excellent organisational skills and an ability to prioritise effectively • Ability to produce accurate work whilst working to tight deadlines	• Previous experience of working in a school office • Experience of working with SIMS.net database software • Experience of working with SIMS FMS • Experience working in an office environment (minimum 2 years) • Experience of producing reports for third parties • Experience of producing newsletters	Application form Interview References
Training	• Committed to ongoing professional development and training	• Trained in the use of SIMS.net, SIMS FMS	Application form Interview
Special Knowledge	• Ability to ensure high levels of customer care • Office methodologies (e.g. filing systems, correspondence files etc)	• Knowledge of publishing packages. • Knowledge of SIMS Assessment Manager. • Working knowledge of SIMS FMS/SIMS.net	Application form Interview
Circumstances - Personal	• Legally entitled to work in the UK (Asylum and Immigration Act 1996) • Able to keep to working hours at of the post. Will not require leave of absence during term time (save for sickness or compassionate leave)		Passport confirming right of abode in the UK or official documentation containing National Insurance number Application form Interview
Disposition / Attitudes / Adjustment	• Cheerful, warm and friendly • Flexible, good humoured and an excellent team player • Ability to get on well with and work professionally with colleagues, children, parents and visitors • Ability to use own initiative, be reliable and efficient • Ability to maintain the strictest confidentiality at all times • Ability to be flexible and diplomatic • Commitment to supporting the schools aims and objectives in working with young children and their parents Able to cope with pressures of school life Approachable, courteous and able to present a positive image of the school to callers and visitors • Able to prioritise conflicting demands and pressures		Letter of application Interview References