

Person Specification



ADMIN ASSISTANT	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and Maths • Willing to pursue further professional development 	<ul style="list-style-type: none"> • A paediatric First Aid qualification (or willingness to achieve one)
Experience	<ul style="list-style-type: none"> • Worked / volunteered within an educational setting 	<ul style="list-style-type: none"> • Worked within a primary school setting
Knowledge and understanding	<ul style="list-style-type: none"> • Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Knowledge of Arbor
Skills	<ul style="list-style-type: none"> • Able to work in a way that promotes the safety and wellbeing of children • Excellent organisation and communication skills • Excellent consistent use of spoken and written standard English • Able and committed to good and productive working relationships with children, colleagues, parents and the wider community • Flexible and responsive to changing demands, with a positive attitude • Competent in the use of IT, including SharePoint • Able to stay calm in a pressured environment 	<ul style="list-style-type: none"> • Prepared to undertake training to support the meeting of individual needs
Personal Qualities	<ul style="list-style-type: none"> • High standards of personal organisation • Resilient, passionate and hard-working • Able to build trust and mutual respect between children, families and staff • A cheerful disposition and good sense of humour • Energetic, warm and caring • Able to follow direction and use initiative 	