



ST WHITE'S PRIMARY SCHOOL
ADMINISTRATIVE ASSISTANT - PERSON SPECIFICATION

| Requirements | Essential | Desirable |
|---------------------------------|--|--|
| Education | Good standard of English and Mathematics, GCSE A* - C, or equivalent. | |
| ICT Skills | Competent in the use of Microsoft Word and Excel. | Familiar with SIMS, Powerpoint and other packages. |
| Personal qualities | A sense of humour and patience. Pleasant and welcoming manner. Excellent time keeping and pattern of attendance. Personal integrity and loyalty, remaining confidential at all times. Ability to use initiative. | |
| Working with people of all ages | Effective and clear communication skills. A team player. | Experience of working in an educational environment. |
| Office and reception skills | Good administration skills. Accuracy and attention to detail. A professional and welcoming manner. Able to work to deadlines, use own initiative and keep line manager appraised. | Experience of reception duties. |