



Person Specification: Administrative Assistant

The Federation of St Alphege Church of England Infant and Nursery School and St Alphege Church of England Junior School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Office Administrator	Post No	
School	The Federation of St Alphege Church of England Infant and Nursery School and St Alphege Church of England Junior School		
Salary Band/Range	Band B (£22,737 - £23,500 pro-rata'd)		
Responsible to:	Federation Bursar		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Good numeracy and literacy (e.g. GCSE Grade C in English and maths or equivalent), or NVQ3 in Business Administration or equivalent		A/I/C
Skills & Abilities	<p>Ability to communicate clearly and confidently with people at all levels</p> <p>Able to work with minimum supervision, using own initiative</p> <p>Ability to use record written and numerical information accurately</p> <p>Ability to work under pressure and prioritise workloads</p> <p>Ability to produce word processing documents</p> <p>Good telephone skills</p> <p>Ability to be organised</p> <p>Ability to work as part of a team, understanding roles and responsibilities and own position within these roles</p> <p>Non judgemental and sensitive to the needs of a wide range of families</p> <p>Basic understanding of finance and cash handling</p>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	I/A/R



Experience & Knowledge	<p>Experience of Office Practice</p> <p>Experience of Microsoft Office/Excel/Email</p> <p>Experience of working in a customer focused office environment</p> <p>Experience of paying attention to detail</p>	<p>Experience of Arbor, CPOMS, Oracle and ParentPay systems</p> <p>Understanding of Local Government/ Schools</p> <p>Experience of reading and understanding Government Legislation</p> <p>Experience of finance and cash handling</p> <p>An awareness of equal opportunity issues</p>	<p>A/I/R</p>
Core Qualities	<p>Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity</p> <p>Communication: share and listens to information, opinions and ideas, using a range of effective approaches</p> <p>Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback</p> <p>Service Delivery: understands customer needs and responds appropriately</p>		
Other Requirements	<p>Tactful and courteous</p> <p>Customer focused attitude</p> <p>Open, willing and flexible manor</p>		<p>I/A</p>

This person specification will be assessed in the following areas of the appointment process:

- A – Application form
- I – Interview
- C – Certificates brought to interview
- O – Observation
- R – References