Person Specification: School Office Admin Assistant

Criteria	Essential	Desirable
Qualifications & Training	- Good standard of general education (e.g. GCSEs or equivalent, including English and Maths)	- Relevant admin/secretarial qualifications (e.g. NVQ, BTEC, RSA) - First Aid certificate
Experience	- Experience in an administrative or clerical role - Experience dealing with the public in person and on the phone	- Previous experience working in a school or educational setting - Experience using school MIS systems (e.g. SIMS, Arbor)
Skills & Knowledge	- Proficient in Microsoft Office (Word, Excel, Outlook) - Strong written and verbal communication skills - Good organisational skills and attention to detail - Ability to handle confidential information appropriately	- Knowledge of safeguarding and child protection procedures - Familiarity with school policies and procedures
Personal Qualities	- Friendly, approachable, and professional manner - Ability to work independently and as part of a team - Flexible and adaptable to changing priorities - Calm under pressure and able to meet deadlines	- Willingness to undertake training and develop professionally
Working with Children	- Comfortable working in a child-centred environment - Able to build positive relationships with pupils - understand and implement the school behaviour policy - able to support children who may be unwell -understand the importance of physical and emotional wellbeing	- Experience working directly with children in an educational or support setting - Understanding of child development and behaviour
Other Requirements	- Commitment to safeguarding and promoting the welfare of	- Understanding of the ethos and values of the school environment

	children - Willingness to undergo enhanced DBS check	