



**Fulwell Infant School Academy**

**Person Specification: Admin Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good basic education to GCSE standard or equivalent	Qualification in Business Administration
<b>Experience</b>	The Administrative Assistant should have experience of: working within a school/office environment with good ICT skills including a knowledge of Microsoft Word and Excel	In addition, the Administrative Assistant might have experience of: SIMS software Experience of a financial management system
<b>Skills</b>	The Administrative Assistant will be able to: manage and prioritise workloads; communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way; provide a welcoming first point of contact at all times for people who come to the school; make accurate judgements of situations, and refer these to	

	<p>other staff, if necessary;</p> <p>recognise the importance of confidentiality</p> <p>take personal initiatives in liaison work within a team of teaching and non-teaching staff;</p> <p>work effectively and efficiently under pressure, paying close attention to detail and accuracy</p> <p>ability to communicate in English, both verbally and in writing</p>	
<b>Personal characteristics</b>	<p>Adaptable</p> <p>Cool under pressure</p> <p>Excellent organisational skills</p> <p>Friendly</p> <p>Purposeful</p> <p>Resourceful</p>	