



Fulwell Infant School Academy

Person Specification: Administration Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	Qualification in Business Administration
Experience	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 and at least 3 - 5 years' experience working with Sims software.	In addition, the Administrative Assistant might have experience of: PS Financials accounting system
Skills	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>	
Personal characteristics	<p>Adaptable</p> <p>Cool under pressure</p> <p>Excellent organisational skills</p> <p>Friendly</p> <p>Purposeful</p> <p>Resourceful</p>	