

**OAKWOOD PRIMARY SCHOOL**  
**Person specification – Admin Assistant.**

<b>Characteristics</b>	<b>Essential/minimum</b>	<b>Desirable</b>	<b>How ascertained</b>
Qualifications and Training	<ul style="list-style-type: none"> <li>• GCSE C or above English &amp; Maths. Good understanding of Maths and English.</li> <li>• Good standard of written English.</li> </ul>	<p>RSA (or equivalent) typing skills</p> <ul style="list-style-type: none"> <li>• First Aid Training</li> </ul>	Application form
Experience	<p>Evidence of paid or voluntary work involving administration, face to face communication with customers.</p> <ul style="list-style-type: none"> <li>• Evidence of IT skills – Microsoft packages / email</li> <li>• Ability to reconcile and report information clearly and concisely especially receipts</li> </ul>	<p>Experience of working flexibly as part of a specific team</p> <ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Evidence of experience in school systems, i.e. SIMS / Tucasi</li> </ul>	Application form Interview References
Knowledge and Understanding	<p>Good understanding of health and safety.</p> <ul style="list-style-type: none"> <li>• Clear understanding of confidentiality and data protection</li> </ul>		Application form Interview References
Skills	<p>Excellent communication skills both writing and speaking.</p> <ul style="list-style-type: none"> <li>• Excellent problem solving skills</li> <li>• A good ability to deal with difficult situations and people calmly</li> <li>• Excellent ability to organise and maintain systems</li> <li>• Competent at IT packages –</li> </ul>		Application form Interview References
Personal Qualities	<p>A calm, welcoming and professional manner</p> <ul style="list-style-type: none"> <li>• Full commitment to safeguarding all children in our care</li> <li>• Commitment to equal opportunities</li> <li>• High ability to work independently and as part of a team</li> <li>• Flexible and adaptable approach</li> </ul>	<p>A clear understanding of child protection issues and how to deal with them</p>	Application form Interview References