



East Haddon CEVC Primary School

Headteacher Mrs Claire Truslove MEd

Church Lane,
East Haddon,
Northampton,
Northants.
NN6 8DB
Phone 01604 770462



'Love each other as I have loved you' John 15:12

Person Specification: Administration Assistant

	Essential	Desirable
Qualifications and Training	<p>GSCE Grade A-C or equivalent in English and Maths.</p> <p>Willingness to undertake appropriate first aid training and any other courses as required.</p>	<p>Educated beyond O'Level or GCSE Level.</p> <p>First Aid Qualification.</p>
Experience	<p>Work experience in an administrative role in a relevant organisation.</p> <p>Has used common ICT operating systems and office software.</p> <p>Ability to set up and maintain efficient filing and information management systems.</p> <p>Ability to relate well to children and adults.</p>	<p>Experience working in a school or school office environment.</p> <p>Experience of working with SIMS Office Programs.</p>
Skills and abilities	<p>Excellent oral and written communication skills.</p> <p>Strong interpersonal skills; Courtesy and effectiveness in dealing with others.</p> <p>Good level of ICT and keyboard skills, including a working knowledge of Microsoft Word, PowerPoint and Excel.</p>	



	<p>Ability to work under pressure on own initiative to deadlines without close supervision.</p> <p>Appropriate level of data protection, security and confidentiality awareness.</p> <p>Work as part of a team appreciating and supporting the role of other people in the team.</p> <p>Ability to improve your own practice.</p>	
Personal Characteristics	<p>Flexible</p> <p>Approachable</p> <p>Committed</p> <p>Enthusiastic</p> <p>Able to motivate self and others</p> <p>Calm under pressure</p> <p>Well organised</p> <p>A sense of humour</p>	