



Person Specification

JOB TITLE: Admin Assistant for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

GRADE: Grade 5, SCP 4-6

RESPONSIBLE TO: The Headteacher & School Business Manager and Brighter Futures Learning Partnership Trust

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> ➤ Three GCSEs (grade C or above) or equivalent, including English & Maths ➤ A good standard of education up to NVQ Level 3 or equivalent ➤ A willingness and ability to obtain and/or enhance qualification and training for development in the post ➤ Basic First Aid qualification 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Physical Attributes		
<ul style="list-style-type: none"> ➤ Good recent health record. <p>This would not preclude applications from disabled candidates.</p>	<ul style="list-style-type: none"> ✓ 	
Relevant experience		
<ul style="list-style-type: none"> ➤ Experience of using SIMS database on a daily basis ➤ Experience in clerical and administrative tasks ➤ Experience of working in a school office environment ➤ Knowledge of banking/monies/office systems ➤ Experience of using parent communication and payment systems i.e. Teachers2Parents and ParentPay. 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Special knowledge & skills		
<ul style="list-style-type: none"> ➤ Excellent written and oral communication skills ➤ Excellent ICT skills, in particular Microsoft Office and SIMS database ➤ Excellent organisational skills and experience of using, maintaining and developing administration systems ➤ To understand the need for confidentiality and data protection ➤ An ability to work on own initiative as well as part of a team 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	

➤ A friendly approach to all staff, pupils, parents/carers & visitors	✓	
➤ An ability to manage own workload and prioritise tasks effectively	✓	
➤ Ability to act on own initiative with a flexible approach	✓	
➤ The capacity to maintain accuracy in the performance of routine tasks	✓	
➤ An ability to pay attention to detail	✓	
➤ An ability to meet tight deadlines	✓	
➤ An understanding of how primary schools work		✓
➤ Knowledge of educational legislation		✓
Disposition		
➤ High expectations of self and others	✓	
➤ Enthusiastic, reflective, organised and versatile	✓	
➤ Committed to Continuous Professional Development and is evaluative; able to reflect on past experiences	✓	
➤ Respects the need for confidentiality	✓	
➤ Works collaboratively and supportively with colleagues within the school and other agencies and as part of a school team	✓	
➤ Is calm when working under pressure	✓	
➤ Is honest and shows due respect and compliance to Trust policies	✓	
➤ Is self-aware and effectively manages own time	✓	
➤ Able and willing to use own initiative	✓	
➤ Able and willing to be involved in the wider school community	✓	
➤ A good sense of humour	✓	
Personal circumstances		
➤ Circumstances should not in any way preclude attendance at evening meetings and other in-service commitments	✓	

The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.