

## PERSON SPECIFICATION: Administrative Assistant

Essential	Desirable
<p>Good general level of education including GCSE English and Maths.</p> <p>Experience of working with finances.</p> <p>High standard of writing, including spelling, punctuation and grammar.</p>	<p>First Aid training.</p>
<p>Desire to work in an inclusive and innovative Primary school environment and value and welcome the diversity of the school community.</p>	<p>Previous experience in a school or similar setting.</p> <p>Sensitivity to and understanding of the particular needs of a Jewish school and its pupils, such as kosher food, Jewish holidays, the Sabbath, etc.</p>
<p>Enthusiastic attitude to working with and caring for young children in a lively school environment.</p>	
<p>Excellent organisational skills and attention to detail in all aspects of work. Desire to work to a high standard.</p>	<p>Willingness to training as appropriate.</p>
<p>Competency in ICT (Email, Word, Excel and databases).</p>	<p>Experience of working with Financial and MIS systems.</p>
<p>Confident dealing with all school community members from pupils to the Chair of Governors.</p>	<p>Willing to work a few evenings a year to support Governor &amp; Parents evenings/events.</p>
<p>Excellent interpersonal skills, good telephone manner, competent, kind, warm and welcoming approach.</p> <p>Ability to work cooperatively as part of a team.</p>	<p>Experience in dealing with sensitive and confidential work.</p>
<p>Positive and energetic attitude. Ability to be flexible and multi-task in a busy and challenging work environment.</p>	
<p>A clear understanding of professional boundaries and confidentiality in all matters relating to children, families and professionals.</p>	