

**WEST JESMOND PRIMARY SCHOOL**  
**Person Specification**  
**Administrative Assistant – N3**



**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

**Able to demonstrate**

- A smart appearance with a cheerful disposition.
- Good verbal and written communication skills.
- Knowledge of Microsoft Office applications with the ability to create, manipulate and update spread sheets and databases and good keyboard skills.
- Ability to prioritise work to meet deadlines.
- Ability to undertake clerical, financial and numeric tasks accurately with attention to detail
- Ability to gather and collate accurate information in a required format.
- Ability to take direction, work as part of a team and on own initiative.
- Ability to provide administrative and clerical support maintaining confidentiality at all times.
- The ability to converse at ease with pupils and provide advice in accurate spoken English as an essential requirement for the post and the measure of this being taken from the applicant being able to competently answer all interview questions in English.
- Ability to conduct duties in a professional manner.
- Understanding of the Council's Equality Policy, applying this in the workplace and the effect on delivery of services to customers.

**Desirable**

- Knowledge of Council's systems, e.g. SIMS

**Experience of:**

- Providing good customer service skills, both face to face and on the telephone.
- Responding to complex enquiries.

**Part B**

The following criteria will be further explored at the interview stage:

- Any relevant points as listed above

**Additional Requirements**

None