



The Grove Primary School

Person Specification: Administration Assistant

Essential qualities

- Friendly and approachable
- Courteous in all communications
- Is self-confident and has a 'can do' attitude
- Sensitivity, integrity and confidentiality
- Is reliable and efficient, and able to act on own initiative
- Able to relate well to children and adults
- Enthusiastic and keen to learn
- Adaptable and able to respond to changes in working practices
- Open and honest
- Consistent in words and actions
- Well organised
- Willing to engage in own professional development
- Good understanding and experience of using Microsoft Excel and Word
- Good general education: good numeracy and literacy skills
- Manages own time effectively, and able to multi task
- Experience of working in a busy office
- Able to present a welcoming 'face' to the school
- Able to deal effectively with familiar or commonly occurring queries
- A commitment to the school ethos
- A commitment to teamwork

Desirable qualities

- Previous experience in a school admin environment
- Experience of using SIMS