



West Park Primary School
Administrative Assistant - Band 4



	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> ✓ GCSE Grade 4/C or equivalent in Maths and English (A) ✓ NVQ 2 or equivalent (A) 	
Experience	<ul style="list-style-type: none"> ✓ Previous administration/clerical experience. (A, I, R) ✓ Previous reception/customer service experience (A, I, R) 	<ul style="list-style-type: none"> ✓ Experience of using SIMS (A, I, R) ✓ Experience of working in a school environment (A, I, R)
Knowledge/Skills	<ul style="list-style-type: none"> ✓ Demonstrate good organisation skills (A, I, R) ✓ Have the ability to work as part of a team and demonstrate the ability to use own initiative (A, I, R) ✓ Have the ability to communicate effectively both verbally and in writing (A, I, R) ✓ Ability to communicate with a range of people including children (A, I, R) ✓ Ability to develop constructive relationships and communicate with other agencies or professionals. (A, I, R) ✓ Demonstrate Good IT skills, including use of MS Office (A, I, R) ✓ Demonstrate good typing skills with the ability to undertake accurate data inputting (A, I, R) 	
Additional	<ul style="list-style-type: none"> ✓ Enhanced DBS clearance 	