



BEACONSFIELD PRIMARY SCHOOL

Beaconsfield Road, Southall UB1 1DR

Email: admin@beaconsfield.ealing.sch.uk

Website: www.beaconsfieldprimary.org.uk

Tel: 020 8574 3506. Head Teacher: Mr D. Woods



Generic Person Specification

School Administrator (Level 1) (JE: 2209)

Job title: School Administrative Assistant (Level) **Ealing GLPC Grade:** Scale 4

School: Beaconsfield Primary School **Post No:** EDP1204

Line manager: School Business Manager & Head Teacher

Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.

Hours: 15 hours weekly over 5 days (39 Weeks Term Time only including Inset Days)

Essential Requirements

Education and Experience

- a) Proven experience of clerical /administrative work in an office environment (preferably a school or directly responsible to a senior manager).
- b) Proven experience of general financial work e.g., book keeping, accounts.
- c) Excellent literacy and numeracy skills (equivalent to GCSE Levels A-C grades in English and Maths) *(Tested as part of interview process)*

Knowledge, Skills and Abilities

- d) Experience of proof reading documents and of preparing extremely accurate documentation.
 - e) Appropriate knowledge of first aid (Recognised first aid qualification preferred)
 - f) Effective use of a range of Microsoft ICT packages (Word, Excel, Publisher, Outlook and PowerPoint) along with good keyboard and presentation skills. *(Tested as part of interview process)*
 - g) Competent use of relevant administrative equipment/resources e.g., photocopier, fax, scanner and filing systems.
 - h) Excellent communication and interpersonal skills and ability to relate well to children and adults.
 - i) Proven ability to work constructively as team, understanding school roles and responsibilities and the post holder's position within these.
 - j) Ability to identify own training and development needs and cooperate with means to address these.
 - k) Willingness to contribute to ongoing success of the school by contributing personal skills and through being an active participant in all school celebrations.
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Prepared by: _____ **Date** / /

Agreed by: _____ **Date** / /
