

Alconbury Primary School
Person Specification - School Office Assistant – Maternity

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or above or equivalent in both English and Maths 	<ul style="list-style-type: none"> • First Aid
Experience	<ul style="list-style-type: none"> • Experience of working as a member of a team • Experience in using Microsoft Office 	<ul style="list-style-type: none"> • Office experience • Experience in using school systems.
Knowledge & Understanding	<ul style="list-style-type: none"> • Excellent written oral and communication skills • Confidentiality • Ability to work under pressure • Awareness of security/Health & Safety issues • Be prepared to undergo relevant training e.g first aid. 	<ul style="list-style-type: none"> • Knowledge of Scholarpack/Tucasi • GDPR compliance • Understanding of statutory requirements of legislation concerning safeguarding, child protection and inclusion
Personal Qualities	<ul style="list-style-type: none"> • Friendly manner and sense of humour • Positive attitude • Adaptable and flexible • Excellent time management and organisational skills • Ability to meet and greet visitors in a welcoming manner. • Empathetic to the range of needs of our community. 	