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## PERSON SPECIFICATION

**POST TITLE:** Administrative Assistant

### Essential Criteria

The successful candidate will have:

1. A warm, friendly and welcoming personality with a professional approach to work.
2. Personal qualities; ability to maintain complete confidentiality and discretion within all situations, tactful and sensitive. Accepting of all.
3. Ability to work and communicate effectively with adults and children at all levels
4. A flexible approach to work.
5. Ability to respond to the demands of internal and external changes and work under pressure at times, assess priorities and be able to meet deadlines.
6. Ability to organise and prioritise own workload, without supervision. Use own initiative.
7. Excellent organisational skills.
8. Demonstrable experience and or a qualification in Microsoft office packages (Word, Excel, Publisher) and management information systems.
9. Good clerical skills.
10. Experience of clerical/administrative duties including filing, record keeping etc.
11. The ability to work as part of a team – involving children, school staff, parents and governors.
12. The ability to work under own initiative when necessary prioritise workloads and to meet deadlines.
13. The ability to communicate effectively with adults and children on all levels in a professional, friendly and approachable manner.
14. A polite and professional telephone manner.
15. A keen eye for detail and experience of producing work of a high standard of quality and accuracy.
16. Good analytical skills.
17. Ability to function effectively in an environment in which interruptions take place.
18. GCSE grade A, B, C or equivalent in English and Mathematics.

### Desirable Criteria

- a. The ability to use SIMS/Arbor training can be provided.
- b. Experience of working within a school environment.
- c. A First Aid Certificate.