

# DUDLEY METROPOLITAN BOROUGH COUNCIL WOLLESCOTE PRIMARY SCHOOL



Person Specification for Level 3 Administrative Assistant  
Date of Implementation – September 2024

**We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974.**

## **Job Summary**

The Governors and Head Teacher of Wollescote Primary School wish to appoint a Level 3 qualified administrator to work in our very busy school office, preferably with experience of working in a school.

Full Time Administrative Assistant, Level 3 required

Term time only (39 weeks), 37 hours per week

Working hours, 8.00am – 4.00pm Monday to Thursday and 8.00am – 3.30pm Friday

## **Salary**

Grade 4, point 5 – 6

Pro-rata equivalent to £20,285.72 - £21,091.44 per annum

## **Experience**

Experience of working in a busy school is highly desirable with administration and attendance

Experience of communication with members of the public and professionals, face to face, by phone and electronically

Experience of working with a variety of Microsoft packages

Demonstrate office experience including the development, management and operation of administration systems

Good ICT skills including working with school systems such as Integris

## **Qualifications/Training**

GCSE Maths & English (Grade A-C)

NVQ 3 or equivalent qualification in administration / office management /HR or finance

Commitment and willingness to undertake training and development dependant upon existing qualifications and requirement to the post

## **Practical Skills:**

Ability to communicate with a wide range of people with a clear understanding of customer care through a variety of ways including writing, face to face and electronic communication

Ability to demonstrate knowledge and use a range of ICT systems and solutions

Ability to collate, organise and maintain data

Ability to work with accuracy and precision

Confident telephone manner

Ability to maintain confidentiality at all times

Ability to ensure that the schools safeguarding procedures are adopted at all times within the role

## **Personal Qualities and Attributes:**

- A knowledge of equality and diversity issues
- Able to prioritise own workload, but also work co-operatively and flexibly within a team setting
- To use own initiative

- Able to work as part of a team and develop positive working relationships
- To work flexibly to meet the needs of the school
- To communicate effectively
- Able to work in a calm manner under pressure
- Able to manage their own time successfully
- Well-developed inter-personal and social skills
- Ability to relate well to children and adults
- Able to work constructively as part of a team, understanding school rules and responsibilities and own position within these