



**KEEP HATCH PRIMARY SCHOOL**  
**OFFICE ASSISTANT PERSON SPECIFICATION**



Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>Knowledge/ qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge of spreadsheets and word processing packages</li> </ul>	Knowledge of Bromcom	References Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a busy, diverse environment</li> <li>• Some experience of dealing with children</li> <li>• Some experience of HR/personnel</li> </ul>	Experience of working within a school office in a HR/personnel role	Application Interview
<b>Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Good general communication skills</li> <li>• Good telephone manner</li> <li>• Good organisational skills – able to prioritise workload</li> <li>• Tact, diplomacy, confidentiality and sensitivity are paramount to this post</li> <li>• Ability to use Word, Excel, Outlook and Publisher</li> <li>• Ability to work independently but also as part of a team</li> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary</li> </ul>		Interview References
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic</li> <li>• Able to motivate self and others</li> <li>• Well-organised</li> <li>• Patient and flexible</li> </ul>	Reflective of practice, receiving feedback, and implementing change	Application References Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• A commitment to equality and diversity</li> <li>• A commitment to Safeguarding</li> </ul>		Application Interview