

# Guilden Sutton Church of England Primary School



*Love and Justice for All*

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## Person Specification

### Office Administrator / Clerical Assistant

The person specification below outlines the qualifications, experience, skills and personal attributes required to successfully undertake this role.

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## Essential Criteria

### Qualifications and Knowledge

- Good standard of general education, including GCSE (or equivalent) in English and Maths
- Strong literacy, numeracy and ICT skills
- Knowledge of general administrative and clerical procedures
- Understanding of the importance of confidentiality and data protection (GDPR)

### Experience

- Experience of working in an administrative or clerical role
- Experience of dealing with the public in a professional and courteous manner
- Experience of using Microsoft Office (Word, Excel, Outlook) or similar systems

### Skills and Abilities

- Excellent organisational skills and the ability to prioritise workload effectively
- High level of accuracy and attention to detail
- Ability to work independently and meet strict deadlines
- Strong written and verbal communication skills
- Ability to maintain positive working relationships with colleagues, parents and external agencies
- Ability to remain calm and professional under pressure
- Ability to manage confidential and sensitive information appropriately

Guilden Sutton C. of E. Primary School, Arrowcroft Road, Guilden Sutton, Cheshire. CH3 7ES  
Tel: 01244 300353 Email: [admin@guildensutton.cheshire.sch.uk](mailto:admin@guildensutton.cheshire.sch.uk) Website: [www.guildensutton.cheshire.sch.uk](http://www.guildensutton.cheshire.sch.uk)  
Headteacher: Mrs Theresa Rainford, B.Ed. National SENDCO Qual. NPQSL.



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## Personal Qualities

- Enthusiastic, friendly and approachable manner
- Reliable, trustworthy and self-motivated
- Flexible and adaptable to the changing needs of the school
- A positive attitude and good sense of humour
- Commitment to teamwork and supporting others
- Willingness to learn new skills and take on new challenges
- Commitment to promoting the school's Christian ethos and values
- Genuine interest in the welfare and development of children

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## Desirable Criteria

### Qualifications and Knowledge

- Formal qualification in administration or equivalent experience
- Knowledge of school administrative systems (e.g., MIS, School Spider, etc.)
- Knowledge of school admissions processes and procedures

### Experience

- Previous experience of working within a school or educational environment
- Experience supporting a senior leader or working in a busy office setting
- Experience of financial administration (e.g., handling petty cash, processing orders, invoices)

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## Other Requirements

- Willingness to undertake relevant training and professional development
- Commitment to safeguarding and promoting the welfare of children
- Ability to contribute positively to the wider life of the school community

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