

Job Title	Administrative Assistant
Department	Stanton Road Primary School
Prepared by and date	S McShane July 2026



Employee Specification Form

Essential Personal Attributes		Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications	GCSE in maths and English	App	- ECDL or equivalent - First Aid	App
Experience	- Recent and relevant administrative experience - Proficient with ICT applications including Word, Excel, Email and Internet - Experience of dealing with members of the public	App	- Experience of working in a school office - Experience of monitoring pupil attendance - Knowledge of Arbor	App
Knowledge and skills	- Ability to meet deadlines - Understanding of confidentiality - Ability to be able to analyse attendance data and follow up issues and concerns - Ability to liaise with other professionals re attendance issues - Awareness of child protection and safeguarding procedures	App	Knowledge of national issues around attendance	App
Special Requirements	- Adaptability and ability to use initiative as appropriate - Understanding of school attendance importance - Sense of humour - Ability to work as part of a team - Good people skills	Int	- Understanding of data protection - Understanding of national issues around attendance	Int