

Diamond Hall Infant Academy, Well Street,

Sunderland SR4 6JF

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Web Site: [www.diamondhallinfantacademy.co.uk](http://www.diamondhallinfantacademy.co.uk)

Head Teacher: Mrs L Park

**DIAMOND HALL INFANT ACADEMY**

**PERSON SPECIFICATION**

**ADMINISTRATION ASSISTANT**

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| --- | --- | --- | --- |
| **Category** | **Essential** | **Desirable** | **Method of Assessment** |
| Application | * Fully Supported by References
 |  | * Application
 |
| Work Related Skills/Knowledge | * Ability to manage and prioritise workloads whilst working effectively and efficiently under pressure
* Ability to communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way
* Excellent people skills and a welcoming first point of contact for visitors to the school
* Recognise the importance of and the ability to work with high levels of confidentiality and discretion
* The ability to be proactive in assisting all members of staff
 |  | Application & Interview |
| Experience / Education / Training  | * A qualification in Business Administration or the equivalent.
* Excellent administrative and ICT skills including the use of Microsoft Office.
* The ability to work in a fast-paced environment with excellent organisational skills, paying close attention to detail and accuracy
 | * Experience of SIMS
 | Application & Interview |
| Personal Attributes  | * Willingness and desire to commit to the ethos and life of the school
* A strong sense of responsibility and professionalism
 |  | Application, Interview & References |

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