

Diamond Hall Infant Academy, Well Street,

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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 |

Name of Author: Courtney Snowball

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