



Peterchurch, Herefordshire HR2 0SG | 01981 550 231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mrs S L Gaston

ADMIN & PERSONNEL ASSISTANT – PERSON SPECIFICATION

Essential	Evidence
<p>1. An ability to quickly create warmth and rapport with students, staff and parents/carers, putting the students at the heart of everything we do. A commitment to safeguarding young people and their families</p>	<p>Application Interview References</p>
<p>2. Experience of working in a senior clerical/administrative role in a busy environment. Articulate and focused; able to work under pressure with good attention to detail. Good keyboard skills (accurate - 30 wpm), experience of using Microsoft systems, Excel, Word And Outlook. Ability to accurately follow instructions and written schedules. Experience of recruitment process. Able to communicate effectively with parents/carers, students and visitors to the school. Well-organised and flexible approach to work. Ability to work constructively and supportively as part of a team. Able to work on own initiative but seeks advice from others when necessary.</p>	<p>Application References Interview</p>
<p>3. Educated to A Level standard or equivalent</p>	<p>Application Interview References</p>
<p>4. Excellent organisational and communication skills across a wide range of stakeholders, including a sense of humour.</p>	<p>Application Interview References</p>
<p>5. A flexible and adaptable team player, able to fulfil the expectations of the school and develop further.</p>	<p>Interview References</p>
<p>6. A commitment to ongoing personal development and a willingness to undertake training and develop new skills; e.g. School Information Management System</p>	<p>Interview References</p>