



Vision: **"Together, inspiring excellence"**

Mission: **"Nurturing lifelong learners with God's guidance"**

Values: **"Love, Courage, Honesty, Faith and Forgiveness"**

Christ Church C of E Primary School  
Montpelier Road  
Purley  
CR8 2QE

## **ADMINISTRATION ASSISTANT**

### **Person specification**

#### **Personality**

- Has a warm personality and is able to stay calm under pressure
- Demonstrates good interpersonal skills with children and adults
- Is able to build trusting relationships with all stakeholders
- Is able to multi-task

### **Competencies**

- Excellent attention to detail
- Good numeracy; ability to manage basic accounts
- Good literacy skills; ability to construct accurate & effective correspondence
- Effective use of IT packages; eg Word, Excel, Powerpoint, Google, Publisher or similar.
- Use of relevant equipment/resources
- Good keyboard skills

### **Qualifications (Desirable)**

- NVQ 2 or equivalent qualification or experience in relevant discipline
- First aid
- Previous in school experience.

## **Job Description**

- Has good time management and personal organisational skills
- Liaise with teachers and other support assistants about pupils
- Undertake administrative tasks in a busy working office
- Be responsible for providing First Aid to staff and pupils where required.
- Manage and lead on:
  - Extra-Curricular activities
  - Enrichment Activities
  - Residential visits
  - School Educational Visits
- Lead on Attendance (knowledge of ARBOR/SIMS is desirable)
- Lead on the management of our school website
- Share knowledge and ideas from training/supervision sessions with other school staff as appropriate
- Liaise with parents in line with school policy
- Respond to safeguarding issues within the school, in line with the school safeguarding policy.
- Work in line with school Data Protection procedures and policy.