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## **Administrative Assistant (SEND, Safeguarding & Records)** **Person Specification**

### **Qualifications/experience**

- Demonstrate levels of numeracy and literacy equivalent to GCSE or equivalent (A-C).
- A background of general office practice, including word processing, filing and telephone duties.
- Experience of working as part of a team.
- Experience of handling money.

### **Knowledge and Understanding**

- Communication skills consistent with work within a busy office, e.g. keyboard skills, basic accounting skills, a clear articulate speaking voice.
- Demonstration of a willingness to pursue training in any area of work relevant to the job description and grading of the post.
- Commit to and engage with on-going professional development, performance management, target setting and review.
- A sound level of knowledge and experience with spreadsheets

### **Attitudes, Skills and Abilities**

- A high regard to confidentiality.
- Accuracy and a keen eye for detail.
- Adaptable.
- Creative.
- Team participator.
- To be willing to support teachers and other staff in the delivery of a broad and balanced curriculum.
- Good communication skills: oral, written and ICT.
- Excellent ICT skills and a willingness to engage with, promote and embrace new technologies.
- Effective time management and meeting of deadlines/targets.
- Work with guidance, but under limited supervision.

### **Personal Qualities**

- A keen conscientious worker with a pleasant and helpful attitude.

- Able to work independently with minimum supervision, but also able to work well as a team with all other members of staff under the direction of the Business Manager and Headteacher.
- Effective relationships with students, staff, parents, community and governors.
- Able to communicate effectively with parents, pupils and with visitors to the school.
- Calm under pressure.
- Discreet at all times.
- Potential for future career progression.
- Enthusiasm and optimism.
- High standards of professionalism.
- Hard working and committed.
- Positive.