



Decoy Community Primary School

Senior Admin Assistant Grade D Person Specification

Attribute	Essential	Desirable
Management	N/A	
Experience	Experience of administration work.	Experience of administration work in schools.
Practical Skills	Good team worker Well organised Ability to multi-task Ability to use initiative and work independently	
Communication	Good communicator with young people, staff and parents. Ability to fulfil all spoken aspects of the role with confidence and fluency in English..	
Personal Qualities	Approachable and friendly persona. Clear enhanced DBS.	
Technology / IT Skills	Good ICT skills to support use of email/social media/admin systems.	
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	