



BIRCHWOOD NURSERY SCHOOL

Birchway, Hatfield, Hertfordshire AL10 0PD

Tel: 01707 262648

Headteacher: Margaret Stocks

A Bright Start to a Brighter Future

Administrative Assistant – Person Specification

	Essential	Desirable
Qualifications	GCSE grade C in Maths and English (or equivalent)	Vocational qualifications in administration and office skills
Skills and Experience	- Ability to communicate clearly and effectively with parents, staff and external agencies, both verbally and in writing - Confident in the use of IT – Microsoft Word, Excel, and Outlook - Ability to complete work to a high standard of accuracy and presentation - Ability to plan and work to deadlines - Able to respond effectively to changing priorities in a busy nursery environment - Strong organisational skills - Ability to maintain discretion and confidentiality - Ability to work well both as part of a team and independently - A commitment to support the vision and ethos of the school - A willingness to undertake further professional development	- Previous experience working in a nursery or school office or another similar administrative environment - Experience of using the Arbor management information system - Understanding of safeguarding and data protection in an educational setting
Personal Attributes	- Commitment to the safeguarding of children - Friendly and approachable manner - Caring and sensitive approach to both children and adults - Confident and enthusiastic - Good team player - A positive, 'can do' attitude - A sense of humour - Flexibility - Open to new ideas - Keen to contribute to enhancing existing systems and procedures - A desire to make a difference - Professional in appearance and manner	