



Beaulieu Village Primary School

Admin Assistant with responsibility for Health and Safety JOB SPECIFICATION

Person Specification	Essential	Desirable	Evidence
Qualifications	Be numerate and accurate. Have excellent communication skills, both verbal and written. To embark on any relevant professional development that will assist with the role.	English and Maths to GCSE (grade C or above) or beyond. Specific secretarial qualification. First Aid qualification Health and Safety training completed. MIDAs (minibus driving) qualification or desire to obtain it	Qualification certificates Interview tasks
Experience	Experience of working in an admin environment. Experience of working successfully and co-operating as a member of a team. Experience of providing first aid.	Worked in a school office environment. Experience of staff management. Experience of dealing with First Aid in the workplace. School admissions.	Application Interview
Professional Values	Uphold the school's ethos and aims and meet the expectations of the school's Governing Body. Be able to establish and maintain good professional relationships with pupils, parents and colleagues. Adopt a flexible approach to working. Be committed to school improvement. Have the ambition and drive for your own professional development.		Application Interview
Knowledge and Understanding	Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion. Be confident in the use of Word, email.	Knowledge of working with databases, school management databases in particular eg Tucasi, SIMS Be confident in the use of Excel.	Application Interview
Skills	Promote the school's aims positively. Communicate effectively (both verbally and in writing) at all		Application Interview References

	<p>levels to a variety of audiences e.g. pupils, staff, parents, visitors. Promote a positive working environment.</p> <p>Be able to prioritise workloads; have excellent time management and organisational skills.</p> <p>Be able to multi task.</p> <p>Produce accurate work.</p> <p>Be able to use initiative.</p> <p>Proficient use of ICT.</p>		
Personal Characteristics	<p>Punctual</p> <p>Approachable and empathetic</p> <p>Enthusiastic</p> <p>Organised and resourceful</p> <p>Committed</p> <p>Be of smart appearance</p> <p>Uphold the ethos and values of our school: Have Courage, Be Kind, Shine</p>		Application Interview
Special Requirements	<p>Undergo an Enhanced DBS check</p> <p>Be willing to undergo a pre-employment health check</p>		DBS check Occupational Health Check

June 2026