



Chilton Primary School

Chilton Primary School Office Administrative Assistant Person Specification

Essential Criteria

- **Excellent communication skills** — able to communicate warmly, clearly and professionally with parents, staff, pupils and external agencies.
- **Strong organisational and administrative skills** — able to manage multiple tasks, prioritise effectively and meet deadlines in a busy school office.
- **Calm under pressure** — able to remain composed and solution-focused during busy periods or unexpected situations.
- **High level of accuracy and attention to detail** — particularly in record-keeping, proof-reading, financial tasks and data entry.
- **Confident in managing payments and debt-chasing** — able to follow up outstanding balances in a positive, professional manner.
- **Strong IT skills** — confident using email, Microsoft Office, spreadsheets, and school-based systems (training provided).
- **Ability to maintain confidentiality** — understanding of GDPR and safeguarding expectations.
- **Warm, approachable and child-centred** — able to support pupils with first aid, illness, queries and day-to-day needs.
- **Ability to work independently** — uses initiative, solves problems and completes tasks without close supervision.
- **Flexible and adaptable** — able to respond to changing priorities throughout the school day.
- **Professional telephone manner** and ability to manage a busy reception area.
- **Strong literacy skills** — able to proof-read newsletters, letters and school communications.
- **Good numeracy skills** — able to process payments, invoices and meal accounts accurately.
- **Reliable and punctual**, with a strong sense of responsibility.
- **Positive, friendly and people-focused**, representing the school with warmth and professionalism.
- **Ability to follow safeguarding procedures** and ensure visitor compliance.
- **Willingness to undertake first aid training** and support pupil welfare.
- **Ability to organise events and logistics**, such as school photos, medical checks, workshops and trips.
- **Comfortable supporting parents with queries** relating to attendance, meals, uniform, trips and school systems.
- **GCSE Maths and English (grade 4 / C) or equivalent qualification**

Desirable Criteria

- **Experience working in a school office** or educational setting.
- Experience using school MIS systems
- Experience with financial systems or billing platforms.
- Knowledge of safeguarding, attendance procedures and school administrative processes.
- Experience organising trips, residential or large-scale events.
- First Aid qualification (or willingness to train).
- Experience supporting PTA or community-based school activities.
- Understanding of school meal systems and attendance legislation.
- Experience managing admissions, recruitment administration or personnel files.
- Knowledge of GDPR and data-handling best practice.

Review Date June 2027

Headteacher: Miss Vousden

Deputy Headteacher: Mrs Knight

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