Person Specification – Administration Assistant

The successful candidate will demonstrate the following:

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| **Skills and abilities** | **Essential** | **Desirable** |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | 🗸 |  |
| Ability to work independently and support the work of the team | 🗸 |  |
| Ability to be flexible and respond effectively to the ‘unexpected’ | 🗸 |  |
| Ability to communicate and interact effectively with adults, children and young people both inside school and those in the wider community | 🗸 |  |
| Awareness of sensitive information and the need for confidentiality | 🗸 |  |
| Ability to follow directions given by School Business Manager and Headteacher | 🗸 |  |
| Ability to demonstrate respect for students and parents/carers and be able to listen to their views | 🗸 |  |
| **Knowledge** |  |  |
| To have working knowledge of school databases |  | 🗸 |
| An understanding of health, safety and security issues in schools |  | 🗸 |
| To have working knowledge of social communication media e.g Text, email, website | 🗸 |  |
| **Qualifications and experience** |  |  |
| A-level qualifications |  | 🗸 |
| Basic ICT certification to support word processing and spreadsheet skills |  | 🗸 |
| Knowledge and experience in MIS system Arbor |  | 🗸 |
| Knowledge and experience in EVOLVE, CPOMS, Class Dojo |  | 🗸 |
| NVQ Level II or equivalent qualification in Office Skills |  | 🗸 |
| GCSE at level A – C in English and mathematics (or equivalent) | 🗸 |  |
| One year’s experience, on a voluntary or paid basis, in an office or customer service environment |  | 🗸 |