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  |   | 🗸  |