

**Administrative Assistant
Person Specification**

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
NVQ 2 or equivalent qualification or experience in a relevant discipline, e.g. RSA Level 2 Word Processing		√	Application Form
Good numeracy and literacy skills	√		Application Form
Experience:			
Minimum of 2 years' experience of working in an office environment	√		Application Form; Interview
Previous relevant experience of working within an education environment	√		Application Form; Interview
Experience of working with a range of ICT packages and databases, including Microsoft Office	√		Application Form; Interview
Proficient typing and word processing skills	√		Application Form; Interview
Experience of working in a customer focused environment	√		Application Form; Interview
Personal and Professional Skills and Attributes:			
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills, both verbal and written	√		Application Form; Interview
Excellent interpersonal skills	√		Application Form; Interview
Ability to maintain confidentiality	√		Application Form; Interview
Ability to work under pressure and meet deadlines	√		Application Form; Interview
Excellent analytical and reporting skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively		√	Application Form; Interview;

Attentive to detail	√		Application Form; Interview
Ability to use initiative to solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Awareness of legislation impacting on Academy Trusts - e.g. Safeguarding, Health and Safety, Data Protection	√		Application Form; Interview
Suitability to work with children	√		Interview; References