

Person Specification

Administration Assistant



Factor	Essential	Desirable	Assessment*
Qualification	Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English.	- CLAIT or relevant qualification - NVQ2 in relevant business/administration qualification	A, D
Experience	- Good communication skills, both verbal and written - Professional and polite telephone manner/face-to-face with visitors - Ability to data input and assist in the preparation of reports/maintenance of records - Ability to liaise with parents and external bodies as directed regarding school/pupil-related issues - Have good organisational skills and the ability to manage time effectively - Be willing to work within organisational procedures and processes, and to meet the required standards for the role	- Relevant experience working in an administration role - Experience of working in a school or education setting	A, I, R
Skills and Knowledge	- Computer literate with proven ability to use Microsoft Word, Excel and PowerPoint with good keyboard skills - Be able to use reprographics equipment	- Have a working knowledge of school databases - Demonstrate innovation and initiative within the workplace	A, I, R, D
Personal Attributes	- Ability to work as part of a team and on own initiative - Ability to act in a professional manner when dealing with the school's stakeholders - Be hard working, reliable, trustworthy and enthusiastic - Good timekeeping - Good sense of humour - Act as a role model to our young people		I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence