

Person Specification – Administrative Assistant

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.

	Essential	Desirable	
Qualifications/ Training	Level 4 or above in GCSE English and Maths or equivalent Willing to undertake job related training	An intermediate or above qualification in word processing/typing skills	
Relevant experience	Experience in a general administration environment Experience of Microsoft Word package Experience of using database applications Experience of reception work		
Knowledge and understanding	Knowledge of standard office procedures Knowledge of standard office equipment	Relevant work experience within a school setting	
Skills and aptitudes	Have a good level of literacy and numeracy skills Have excellent interpersonal and customer service skills. An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Able to communicate effectively and accurately both verbally and in writing Able to communicate in a clear and concise manner both on the telephone and face to face Ability to write clear, letters and reports		

	Ability to complete work to the required standards of accuracy and presentation Has developed and maintained effective working relationships with a wide range of people Ability to work on own initiative with minimum supervision Ability to maintain strict confidentiality	
Special Requirements	Enhanced DBS clearance Compliance with all School and Trust policies Safeguarding and promoting the welfare and success of all students and young people. The implementation of equal opportunities practice. Promoting the stated aims and policies.	