

Person Specification

Administration Assistant



Factor	Essential	Desirable	Assessment*
Qualification	<ul style="list-style-type: none"> • Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English. 	<ul style="list-style-type: none"> • CLAIT or relevant qualification • NVQ2 in relevant business/administration qualification 	A, D
Experience	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Relevant experience working in an administration role • Experience of working in a school or education setting 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> • Computer literate with proven ability to use Microsoft Word, Excel and PowerPoint with good keyboard skills • Be able to use reprographics equipment 	<ul style="list-style-type: none"> • Have a working knowledge of school databases • Demonstrate innovation and initiative within the workplace 	A, I,, R, D
Personal Attributes	<ul style="list-style-type: none"> • 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