

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