



Administration Assistant Person Specification

Responsible to: School Business Manager

Criteria	Attributes	Essential (E) Desirable (D)	Assessed by: Application (A) Interview (1)
Safeguarding	A knowledge and understanding of relevant national and local safeguarding and child protection policies and procedures The ability to work within the guidelines of all adopted school policies and the Cranfield Church of England Academy Staff Safer Code of Conduct	E E	I I
Qualifications	Education to GCSE Level with English and Maths at grades 9-4 or equivalent Willingness to participate in other development and training opportunities First Aid qualification	E E D	A A/I A
Experience	Experience working in a school environment or other educational setting Experience working with Microsoft Office Experience working with Xero	D E D	A/I A/I A
Professional Knowledge and Skills	Excellent oral and written skills Ability to build effective working relationships with pupils and adults Ability to work as part of a team and to be flexible in approach to daily routines Ability to remain calm in stressful situations Excellent organisational skills	E D E E	A/I I A/I I I

Personal Qualities and Commitment	<p>Enjoyment of working with children</p> <p>Promoting the ethos and values of Cranfield Church of England Academy</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil wellbeing and equality</p>	E	E	A/I
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