



Administration Assistant Person Specification

Responsible to: School Business Manager

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

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