

Person Specification – Administrative Support Assistant

SPECIFICATION	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> • Educated to at least GCSE standard • Good numeracy and literacy • Good keyboard skills • Willingness to undertake first aid qualification 	<ul style="list-style-type: none"> • First aid qualification
Experience	<ul style="list-style-type: none"> • Administrative experience • Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment • Experience of Customer or Client Facing roles • Working as part of a team • Liaison with public via face to face communications and telephone contact • Working knowledge of an MIS system 	<ul style="list-style-type: none"> • Experience of administration of public exams
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work effectively & efficiently under pressure • Ability to use initiative, to work pro-actively and time manage workloads • ICT literate in word processing, excel spreadsheets, use of Outlook, Microsoft applications • Effective interpersonal skills, displaying confident & friendly approach • Good communicator 	
Personal Qualities	<ul style="list-style-type: none"> • Good organisational skills, highly motivated • The ability to prioritise and to pay meticulous attention to detail • To be innovative & proactive • Willingness to undertake training • Willingness to try new approaches • Understand need for confidentiality • Respect and support ethos of school • Excellent time keeping 	<ul style="list-style-type: none"> • Flexible, patient, and adaptable manner • Commitment, enthusiasm, and energy