



Person Specification – Pastoral Administration Assistant

Qualifications & Experience	Essential	Desirable
Successful experience of administrative work in a busy office environment	✓	
Working knowledge of general school policies and procedures		✓
5 GCSEs (including English & Maths) at Grade C and above or equivalent		✓
Experience of administrative systems and ICT packages, including Microsoft Office	✓	
Skills and Knowledge	Essential	Desirable
Excellent time management, organisational and administrative skills	✓	
Excellent communication skills, including high standards of written communication, grammar and spelling	✓	
Strong IT skills and knowledge of using different software packages	✓	
Ability to work with tact and diplomacy and maintain confidentiality	✓	
Ability to work under pressure to prioritise and meet deadlines	✓	
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work	✓	
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓	
Personal	Essential	Desirable
High expectations of self and others	✓	
The ability to work to tight deadlines and under pressure	✓	
A team player who is willing to go beyond their own responsibilities to help others at busy times	✓	
Ability to remain calm under pressure and be approachable	✓	
Ability to ensure confidentiality	✓	
Resilience and determination coupled with the ability to support and show empathy	✓	
Self-motivated and able to take the initiative	✓	