

Person Specification

POST TITLE:

ADMINISTRATION ASSISTANT - TRIPS & VISITS

Criteria	Essential	Desirable
<u>Educational qualifications</u>	➤ Good educational background with minimum of 5 GCSE's (or equivalent) at Grade 4 or above (or equivalent), including English Language & Maths	➤ NVQ Level 3 or above in Business Admin or equivalent
<u>Experience</u>	➤ Experience of working in a secretarial or administrative background ➤ Experienced user of ICT, specifically MS Word and Excel ➤ Experience of working in a busy office environment ➤ Experience of organising and prioritising workloads and assisting others ➤ Experience of working in a team	➤ Experience of working in a similar position in a school/college ➤ Experience working on reception
<u>Skills/Abilities</u>	➤ Excellent administrative skills and ability to multi-task ➤ Excellent ICT & Excel skills including maintaining complex spreadsheets and using formulas ➤ Excellent communication skills, oral and written with the ability to communicate with people at all levels ➤ Good organisational skills ➤ Ability to adapt to change ➤ Ability to learn quickly ➤ Good interpersonal skills ➤ Ability to work with a high degree of accuracy ➤ Ability to work in a methodical and well organised way ➤ Ability to use own initiative and prioritise workload with minimal supervision. ➤ Ability to work within a small, close team, offering assistance to other members of the team and staff as and when required. ➤ Ability to work to tight deadlines and manage regularly changing workloads and demands. ➤ Ability to not mind what they are asked to do and 'muck in' to help as required. ➤ First Aid Qualified (or willing to undertake appropriate training)	➤ Ability to work under pressure ➤ Willingness to learn new skills

<u>Knowledge and Understanding</u>	➤ Appreciation of absolute confidentiality of information received in school	➤ Knowledge of GDPR
<u>Other Requirements</u>	➤ Ability to work flexibly ➤ Flexible and resilient ➤ Positive nature and ‘can do’ attitude ➤ Willingness to undertake training, as required ➤ Willingness to take a full and active role in school life	➤ Willingness to learn new skills
<u>Safeguarding Competencies</u>	➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other’s feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children ➤ Able to maintain appropriate professional boundaries	