

Person Specification

Job title: Administrative Assistant

Start date: 1 September 2026

Salary Details: B3, Point 7-11, 37 hours per week, TTO plus 5 days

Key to assessment criteria

A = Application Form

I = Interview

R = References

C= Certificates

Essential Selection Criteria	Essential Criteria Assessment	Desirable Selection Criteria	Desirable Criteria Assessment
Education and Qualifications			
A range of GCSE qualifications, including English and Maths at grades A*-C	A / C		
Experience			
Experience of dealing with queries from a wide range of people.	A / I / R		
Knowledge and experience of general office procedures and practice.	A / I	Experience of organising work tasks and duties to meet appropriate service standards, e.g. in terms of timeliness, and accuracy.	A / I
Experience of effective communication and working as part of a team.	A / I / R		
Experience of using IT	A / I / R		
An awareness and understanding of and commitment to equal opportunities.	A / I		
Skills and Abilities			
Able to file, retrieve, sort and complete documents accurately.	A / I		
Able to use a range of office equipment e.g. printers, photocopiers, phone system.	A / I		
Able to process documentation using the Microsoft Office package (Word, Excel, etc).	A / I / R		
Able to accurately enter/retrieve data information from information systems	A / I / R		
Able to work flexibly as part of a team	A / I / R		
To be able to prioritise tasks and meet deadlines.	A / I		

Knowledge and Understanding

To be prepared to develop, or build on existing knowledge and understanding of, local and national policies and initiatives. For example, Child Protection & Safeguarding Equality Act 2010.	A / I	To have experience of working in an education setting	
To be prepared to work between sites as required.	A / I		
To display a responsible and co-operative attitude to working towards the achievement of the service values	A / I		
An ability to respect sensitive and confidential work.	A / I		
A positive and resilient individual.	A / I		
Commitment to own personal development and learning.	A / I		