



**RIDGEWOOD  
SCHOOL**

**ADMIN ASSISTANT PERSON SPECIFICATION**

<b>ATTRIBUTES/ REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	GCSE English and Maths grade C or above (or equivalent) Willingness and ability to obtain and/or enhance qualifications and training for development in this post.		Application Form Certificates Interview
<b>RELEVANT EXPERIENCE</b>	Experience of producing and managing documents, spreadsheet and presentations to high standard. Experience of working in a customer service type role. Experience of working in an administrative position. Experience of using IT to a high level to manage the smooth running of high quality events and processes within an organisation.	Experience of working with students.	Application Form References Interview
<b>KNOWLEDGE AND SKILLS</b>	Able to work in and adapt to a fast-paced, changing environment. Able to problem solve and develop solutions. Effective time management skills and able to take responsibility for workload and prioritising of tasks. Ability to handle confidential information. Able to work collaboratively with others. Able to communicate clearly and confidently using a range of channels. Able to build strong relationships and networks with stakeholders. High level of IT skills, to help drive the organisation of events across the school. Ability to communicate effectively both orally and in writing especially with the Head Teacher, other Senior Leaders, Achievement Co-ordinators, and other professionals. Ability to work under pressure and to deadlines. Able to show attention to detail, accuracy in all tasks.		Application Form References Interview
<b>PERSONAL CHARACTERISTICS</b>	Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders. Demonstrates integrity, fairness and consistency in all working practices. Motivated and commitment to continuous improvement. Ability to plan and prioritise own workload and manage conflicting demands.		Application Form References Interview
<b>ADDITIONAL REQUIREMENTS</b>	Good level of attendance. Reliability and willingness to be flexible.		
<b>The post is subject to a satisfactory record check being undertaken by the Disclosure &amp; Barring Service</b>			