

## Office Support Assistant

### Person Specification:

	<b>Job Requirements</b>
<b>Education and qualification</b>	<ul style="list-style-type: none"> <li>• Good standard of general education, including strong literacy and numeracy skills</li> <li>• Confident use of IT systems, email, spreadsheets and digital tools essential for office administration</li> <li>• Experience in a similar role</li> <li>• First aid at work certification or willingness to gain the qualification</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people (desirable)</li> <li>• Experience of working in a busy, fast-paced office environment (desirable)</li> <li>• Experience assisting with the organisation and delivery of events or operational activities</li> <li>• Experience working in a school or similar setting (desirable)</li> <li>• Familiarity with Arbor or similar MIS platforms (desirable)</li> <li>• Understanding of safeguarding responsibilities, confidentiality and GDPR requirements</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both spoken and written.</li> <li>• Excellent administrative and organisational skills, including the ability to multi-task, perform under pressure and deal with competing priorities</li> <li>• Ability to work collaboratively within a busy office team and provide flexible support across both sites</li> <li>• Liaise with other team members of the team when working collaboratively to complete tasks, ie large photocopying jobs and track their completion</li> <li>• Ability to respond quickly to changing priorities and work under pressure to meet deadlines</li> <li>• Good ICT skills and the knowledge of working on management information systems and databases</li> <li>• Ability to work on own initiative</li> <li>• Adaptability to change</li> <li>• Willingness to learn and develop.</li> </ul>
<b>Special Requirements</b>	<p>Commitment to high educational, professional and personal standards whilst understanding the importance of maintaining confidentiality. Ability to handle sensitive information discreetly and securely.</p> <p>A flexible approach to work with a willingness to undertake any additional duties reasonably requested by the Administration Manager</p> <p>Commitment to equal opportunities and valuing diversity</p> <p>An Enhanced Disclosure is required for this post.</p> <p>Hold a first aid certificate or be willing to be trained.</p>