

Admin Assistant Person Specification

Education and Qualifications	Criteria	Assessment
Educated to GCSE level in Maths, English and IT	E	A
First Aid qualification or equivalent	D	I

Experience	Criteria	Assessment
Experience of working on a busy reception or other customer service roles.	E	A/I
Experience of running effective administrative and clerical systems within a school context or similar	D	A/I
Experience of liaising with pupils, staff and external stakeholders	D	A/I

Knowledge and Understanding	Criteria	Assessment
Knowledge of school MIS systems	D	A/I
Good computer skills, including all Microsoft office packages.	E	A/I

Skills	Criteria	Assessment
Excellent literacy and communication skills, including written and oral	E	A/I
Professional telephone manner	E	A/I
Strong administrative and organisational skills	E	A/I
First Aider preferable or willingness to undertake training.	D	I

Personal Qualities	Criteria	Assessment
Be able to demonstrate a commitment to personal professional development.	E	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the senior leadership team.	E	I
High expectations of self and others.	E	I
Flexible and adaptable.	E	I
Maintains confidentiality and discretion	E	A/I

Criteria Key

- E** Essential
D Desirable

Assessment Key

- A** Application Form
I Interview