



Annual Review and Administration Assistant Person Specification Grade C

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSE passes or equivalent and a good standard of literacy and numeracy. 	
Experience	<ul style="list-style-type: none"> Strong organisational and time management skills with the ability to prioritise. Proficiency in Microsoft Office and online meeting platforms e.g. Teams. High attention to detail and accuracy when handling pupil data and reports. Understanding of confidentiality, safeguarding, and data protection responsibilities. Experience working in a busy office environment. 	<ul style="list-style-type: none"> Previous experience in an educational setting, particularly special schools or with staff working with vulnerable groups. Experience in an administrative support role.
Knowledge	<ul style="list-style-type: none"> Competent IT skills, including experience using Microsoft Office, email and internet, Understanding of the importance of confidentiality and safeguarding. 	<ul style="list-style-type: none"> Experience using school systems. Working knowledge of relevant policies/codes of practice and awareness of legislation e.g. Child Protection, Safeguarding, GDPR and Health and Safety. Knowledge of EHCP processes and SEND procedures.
Personal Skills and Qualities	<ul style="list-style-type: none"> An effective organiser who can get the most from human and material resources through their development and deployment. 	

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	<ul style="list-style-type: none"> • A proactive, positive and resilient individual with drive, integrity, independence. • Work constructively as part of a team, understanding organisational school roles and responsibilities and your own position within these. • Ability to remain calm under pressure and manage multiple priorities, using initiative to achieve deadlines. • Able to prioritise conflicting demands whilst managing a diverse and demanding workload through good organisation and prioritisation. • Personable, approachable and proficient in both written and verbal communication. • Ability to communicate confidently and effectively at all levels e.g. Governors, leadership team, teaching staff, parents and local authority staff. • To be able to work on own initiative. • Professional, discreet and trustworthy. • Is flexible, reliable and thrives in a collaborative team. 	