



Person Specification – Administrative Assistant

	Essential	Preferred	Identification
Qualifications	Educated to a GCSE grade including Maths and English (grade A-C) or equivalent	RSA Qualification	Application Form References Skills Test
	A willingness to take part in continued professional development		Interview
Experience	Administrative Experience	Administrative experience within a school setting	Application form References Interview
	Experience of working successfully in a team	Knowledge of school management information systems	Application form References Interview
	Experience of working with members of the public		Application form References Interview
	Experience of record keeping and filing		Application form References Interview
	An understanding of data.		Application form References

			Interview
Skills	Confident in the use of Microsoft Office and email	Touch typing skills (50+words per minute)	Skills test Task
	The ability to communicate effectively with a variety of audiences and stakeholders		Application form References Interview
Characteristics	Have the ability to meet deadlines and manage their time effectively		Application form References Interview
	Be able to work under pressure and prioritise tasks to produce accurate work		Application form References Interview
	Respect confidentiality and understand the boundaries of the role.		Application form References Interview
	A good sense of humour		Interview
Child Protection	Meet child protection requirements and safeguarding of children.	Experience of child protection training	Application form Interview

Equal Opportunities

- (i) Must promote equal opportunities with regard to race, gender and disability
- (ii) Must be self aware; know how to demonstrate a commitment to treating all people fairly and with respect.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.