

Administrative Assistant - Person Specification

Education and Qualifications	Criteria	Assessment
English and Mathematics GCSE or equivalent	E	A
Commitment to personal/professional development	E	I
Full driving licence	D	A
Experience	Criteria	Assessment
Admin experience including the operation of admin systems and procedures	E	A/I
Experience of working in a school setting	D	A/I
Experience of using school ICT systems	D	A/I
Skills and Attributes	Criteria	Assessment
Excellent organisational skills	E	A/I
Excellent time management skills and the ability to remain calm under pressure	E	A/I
Knowledge and experience of using ICT including Microsoft packages such as Excel, Word and Outlook	E	A/I
Ability to work in collaboration with other professionals and also able to work unsupervised	E	A/I
Ability to meet deadlines	E	A/I
Good communication skills	E	A/I
Personal Qualities	Criteria	Assessment
Highly motivated and self-reliant	E	A/I
Enthusiastic and committed	E	I
High standards of professionalism and confidentiality	E	A/I
High standards of personal presentation	E	I
Demonstrated skills in organising multiple tasks and projects	E	A/I
Reliable with an excellent record of attendance and punctuality	E	A/I
Flexible	E	A/I
A forward-thinking approach	E	I
Excellent interpersonal skills	E	I
Ability to be reflective and self-critical	E	I
Display calmness under pressure; but remain focussed	E	I
To have an understanding of and a commitment to Equal Opportunities within the workplace	E	I

Criteria Key

- E** Essential
- D** Desirable

Assessment Key

- A** Application Form
- I** Interview