

PERSON SPECIFICATION

Administration Assistant

E = Essential D = Desirable

How identified: Application Form = (AF); Interview = (I); References = (R)

Qualifications and Experience

1. Clerical/administrative experience essential (E) (AF,I)
 2. Previous experience in a busy and dynamic school office environment (E) (AF) (I)
 3. Arbor Experience (E) (AF,I)
 4. Experience using School Money (D) (AF,I)
 5. Knowledge of Microsoft Office packages including Excel, Word, PowerPoint (E) (AF,I)
 6. The ability to input/extract electronic data as directed (E) (AF) (I)
 7. Ability to maintain routine filing systems (manual and electronic) (E) (AF)
 8. The ability to work within set procedures and to maintain confidentiality (E) (I)
 9. Ability to produce written communication e.g. draft routine letters, agenda and small reports using standard office software packages (E) (I)
 10. Good numerical skills to record routine statistical information accurately (E) (I)
 11. GCSE Maths and English (E)
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Skills, Abilities and Personal Attributes

1. Ability to compose written correspondence to a high standard and in fluent English (including grammar and punctuation) (E)(AF) (I)
2. Excellent communication skills and telephone manner, with the ability to resolve issues appropriately (E)(AF) (I)
3. Flexible, with the ability to work on own initiative and to tight timescales (E) (I) (R)
4. Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions (D) (R)
5. High level of personal and professional commitment (E) (AF) (I)
6. Knowledge of preparing reports, minutes and general correspondence (D) (I)

Other requirements

1. Strict confidentiality of information (E) (I)
2. Commitment to personal professional development (E) (I)
3. Commitment to equality of opportunity (E) (I)
4. Strict adherence to Academy requirements re: Safeguarding and DBS (E) (I)