

JOB TITLE: Admin Assistant

DEPARTMENT: Administration/Organisation Support

SECTION: Secondary School

ESSENTIAL CRITERIA

Qualifications & Experience:

- GCSE or equivalent in Mathematics and English language, or the ability to demonstrate a similar level of numerical ability and literacy.
- Good knowledge of IT applications, including Word processing packages, Excel spreadsheet layouts and similar systems.
- Knowledge of office systems.
- First Aid Qualification desirable (full training will be provided if required)
- Experience of working in a school/educational setting (desirable but not essential)
- Experience of providing secretarial and administrative support.
- Experience of maintaining office systems and administrative procedures.
- Experience of communicating, both verbally and in writing, with a range of different audiences.
- Experience of dealing with complex and confidential enquiries from a variety of professionals.
- Experience of organising effective distribution of data and information.

Skills/Abilities:

- Excellent administration and organisational skills.
- Good computing and ICT skills, e.g. production of reports, correspondence, inputting / updating information.
- Excellent communication skills, able to relate well to students and adults, e.g. dealing with visitors, passing information / messages to other staff.
- Some analytical skills required.
- Able to demonstrate sensitivity and tact.
- Able to understand the confidential nature of work, and ensure that confidentiality is maintained.
- Able to work accurately and with attention to detail.
- Ability to focus in a busy environment.
- Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met.
- Able to deal with more complex queries and know when to refer to more senior staff.

- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these.
- Able to identify own training and development needs and co-operate with means to address them.
- Ability to work under pressure, autonomously and on own initiative.

Personal Qualities:

- An excellent team player, genuinely committed to working in partnership with others.
- An excellent communicator to a variety of audiences with good interpersonal skills.

Equalities:

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.