

JOB TITLE: **Admin Support 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 and understanding of IT applications, including Word processing packages, Excel spreadsheet layouts and similar systems.
- Knowledge of office systems.

Experience:

- Experience of working in a school/educational setting
- Experience of providing administrative support, maintaining office systems and administrative procedures.
- Experience of communicating, both verbally and in writing, with a range of different audiences.

Skills/Abilities:

- Excellent administration and organisational skills.
- Good computing and ICT skills, e.g. production of reports, correspondence, inputting / updating information.
- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, minute taking, maintaining diary(ies) producing a range of correspondence
- 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'.