

**Arden Multi Academy Trust**  
**Administrative Assistant (Coppice Academy)**  
**Person Specification (Band C)**



Criteria	Essential	Desirable	Measured By
<b>EDUCATION AND QUALIFICATIONS</b>	A minimum of 5 GCSE's (or equivalent) to include English and Mathematics at a minimum of Grade C/Level 5.	A Level/BTec or equivalent qualifications  RSA, Business or Administrative qualifications  Evidence of further qualifications  First aid qualification (or willingness to complete it)	Application Form
<b>SKILLS AND ABILITIES</b>	Be able to work as an individual as well as part of a team  Good oral and written communication skills  Ability to plan, organise and prioritise to meet deadlines  Be a calm, positive and effective communicator, confident in liaising with all colleagues, children, parents, governors and outside agencies, even under pressure  Be confident and proactive in using new systems in a busy school office  Be keen to use initiative and problem-solving skills and thrive through a 'can do' approach to resolving problems. Have a high level of accuracy.  Have an excellent eye for detail e.g., consistency in 'house' style.  Understanding of data protection and confidentiality  Understanding of safeguarding  Have excellent literacy and numeracy skills		Application Form Interview
<b>EXPERIENCE</b>	Carrying out administrative tasks	The ability to communicate effectively with a range of	Application Form Interview

	<p>Dealing with face-to-face and telephone interactions</p> <p>Office experience including reception duties</p> <p>Experience of IT programmes (Microsoft Office)</p> <p>Excellent oral and written communication skills</p> <p>Working and collaborating within a team</p>	<p>stakeholders e.g., adults and pupils</p> <p>Experience of database systems e.g., SIMS</p>	
<b>KNOWLEDGE</b>		Knowledge of SIMS database or other databases	Application Form Interview
<b>OTHER REQUIREMENTS</b>	<p>Availability out of hours may sometimes be required to support meetings/events</p> <p>To be able to work under pressure including interruptions and conflicting demands on time</p> <p>Complete confidentiality, discretion and tact</p> <p>Professional conduct at all times</p>		Interview
COMPILED BY: A Burnard/M Bull		Date: 11 <sup>th</sup> April 2024	