## **Person Specification**

## **Administration Assistant**



Factor	Essential	Desirable	Assessment*
Qualification	Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English.	<ul> <li>CLAIT or relevant qualification</li> <li>NVQ2 in relevant business/administration qualification</li> </ul>	A, D
Experience	<ul> <li>Good communication skills, both verbal and written</li> <li>Professional and polite telephone manner/face-to-face with visitors</li> <li>Ability to data input and assist in the preparation of reports/maintenance of records</li> <li>Ability to liaise with parents and external bodies as directed regarding school/pupil-related issues</li> <li>Have good organisational skills and the ability to manage time effectively</li> <li>Be willing to work within organisational procedures and processes, and to meet the required standards for the role</li> </ul>	Relevant experience working in an administration role     Experience of working in a school or education setting	A, I, R
Skills and Knowledge	<ul> <li>Computer literate with proven ability to use Microsoft Word, Excel and PowerPoint with good keyboard skills</li> <li>Be able to use reprographics equipment</li> </ul>	<ul> <li>Have a working knowledge of school databases</li> <li>Demonstrate innovation and initiative within the workplace</li> </ul>	A, I,, R, D
Personal Attributes	<ul> <li>Ability to work as part of a team and on own initiative</li> <li>Ability to act in a professional manner when dealing with the school's stakeholders</li> <li>Be hard working, reliable, trustworthy and enthusiastic</li> <li>Good timekeeping</li> <li>Good sense of humour</li> <li>Act as a role model to our young people</li> </ul>		I, R

<sup>\*</sup>Assessment Method – details how the criteria will be assessed

 $\bf A$  = Application Form,  $\bf I$  = Interview,  $\bf R$  = References,  $\bf D$  = Documentary Evidence