



## **Great Oaks School**

### **PERSON SPECIFICATION – ADMINISTRATION ASSISTANT**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	English and Maths to GCSE Grade C/Level 5 or equivalent	Business Administration qualification to NVQ level 2 or equivalent  Level 3 qualification ('A' Levels, BTEC, etc.)  First Aid Training qualification
<b>Knowledge and Skills</b>	Ability to communicate effectively to a range of audiences, through good written and oral communication skills  Ability to use word processing software (e.g. Microsoft Word)  Experience of using spreadsheets (e.g. Microsoft Excel)  Ability to analyse and interpret a variety of data	Ability/experience in using school computer systems (e.g. Arbor)

*The Specialist Schools Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*

<b>Experience</b>	A broad understanding of business administration and practical experience of administrative processes	<p>Previous experience in school administration</p> <p>Previous experience of the Annual Review Process in a SEN environment</p>
<b>Personal Qualities</b>	<p>Ability to work well as a member of a team</p> <p>To work on own initiative and organise own workload</p> <p>Ability to be flexible and cope with interruptions in workload</p> <p>Ability to deal with conflicting priorities and cope with pressure</p> <p>In the absence of other colleagues, to work alone in the school office if required</p>	

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