Person Specification - Administrative Assistant

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| Category | Essential | Desirable |
| Qualifications | GCSE equivalent grade C in both maths and English. | First Aid at Work and/or Paediatric First Aid Qualification.  Customer Service or Business  Administrator qualification at Level 2 or above. |
| Language | Fluent and accurate in written and spoken English. |  |
| Experience | Minimum 6 months experience within an administrative/customer service role. | Experience of working in a school environment, either in an administrative or other role. |
| Skills | Good working knowledge of ICT software e.g. MS Word/Excel, Google Docs/Sheets..  Knowledge and use of general office equipment. | Working knowledge of *SIMs* database  system, although training will be given.  Knowledge of how schools operate. |
| Personal  Attributes | Ability to forge excellent relationships within the school community.  Ability to work effectively as a team member.  Ability to prioritise in a high pace environment.  Ability to make good judgements regarding the safety and welfare of pupils.  Humour, warmth and energy.  Enthusiastic and reliable.  Flexible and adaptable with excellent organisational skills.  Excellent communication and interpersonal skills.  Commitment to professional development. | Experience of working/communicating with young children and/or those with Special Educational Needs and Disabilities. |