

Person Specification

Administration Assistant

	Essential	Desirable
Qualifications, Knowledge and Skills	GCSE's A*-C / 9-4 or equivalent (including English Language and Mathematics).	- First Aid training - Safeguarding training - Recognised qualification in Microsoft Word, Excel or European Computer Driving License. - Level 2 Business Admin qualification
Personal Development and Additional Learning	A good level of competency in IT systems including Microsoft Office.	Previous experience of having worked in an educational environment.
Experience and Personal Attributes	- Ability to work with a wide range of people. - Ability to work as part of a proactive team as well as on your own initiative. - Ability to stay calm and controlled under pressure. - Ability to meet deadlines. - Ability to be self-directed. - Good organisational skills.	Ability to meet the needs of the Trust.
Initiative and Motivation	- Ability to form and maintain appropriate relationships and personal boundaries with young people. - Ability to communicate effectively and concisely both in verbal and written form.	
Commitment	- Committed to professional development and willingness to attend training courses. - Commitment to diversity and equality of opportunity in all working practices.	
Attendance	A good attendance record in current employment, (not including absences due to disability).	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***