**PERSON SPECIFICATION**

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| Job Title: | | **Administration Assistant** | |
|  | | **Essential Criteria** | | **Desirable Criteria** | | **Measured By** |
| **Education and Qualifications** | | * GCSE’s grade C or above in English and Maths or equivalent * Full driving license and own transport | | * Qualifications in Business Administration or Secretarial Skills (Level 2 or 3) Understanding of Safeguarding and Child Protection issues. * Familiar with public sector accounting | | Application Form  Certificate Check |
| **Knowledge and Experience** | | * Work with minimum supervision * Experience of using all Microsoft Office applications, in particular Outlook, Word, and Excel * Minimum of 2 years’ experience working in a busy admin environment (paid or unpaid) * Front of house/reception services experience. * Customer service experience and the principles of good customer service. | | * Experience of working with a financial system although full training will be given. * Experience of working in a school environment * Experience of reviewing and implementing changes to administration systems * Experience of dealing with difficult situation * Having an understanding of GDPR | | Application Form  Interview |
| **Skills and Abilities** | | * Excellent written and verbal communication skills, & able to communicate effectively with a range of people (adults and children). * Organised with the ability manage a substantial workload, priorities tasks effectively and meet tight deadlines. * Decisive and acts promptly under pressure. * Flexible and positive approach to work * Working in a busy admin office and being adaptable to changing work patterns * Ability to work alone and be an effective team member, apply directions/instructions and be self-motivated. * Respect confidentiality and the sensitive nature of working within a school environment. * To work with frequent interruptions * Able to attend meetings as and when required. * Able to use initiative, with some guidance and support from the line manager. * High personal standards * Able to seek support, when required. * An excellent record of attendance and Punctuality | | * Proactive approach to training and development * Mentoring new team members * Reliability, integrity, and stamina * Commitment to personal development and learning | | Application Form  Interview |
| **Other** | | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | | | | DBS Disclosure |