



**Person Specification  
Administration Assistant**

	<b>Essential Attribute</b>	<b>Identified by</b>
Qualifications	Educated to GCSE level including English and Maths at Grades A*-C or equivalent.	A
Experience	Experience of working in a busy office environment.	A
	Experience of working with young people.	A
Knowledge and Skills	Excellent working knowledge of Microsoft Office applications (Excel and Word).	A I
	A working knowledge of confidentiality and its limitations including an ability to deal with information in a sensitive and confidential manner.	A I
	The ability to work collaboratively with others as part of a team.	A I R
	Ability to work on own initiative within set boundaries.	A I R
	Organised with effective planning and time management skills with the ability to meet deadlines.	A I R
	Ability to work in partnership with and communicate with all stakeholders with resilience and enthusiasm.	A I R

	<b>Desirable Attribute</b>	<b>Identified by</b>
Experience	Experience of working in an educational setting.	A
Knowledge and Skills	Knowledge of relevant safeguarding legislation and statutory guidance.	A I
	Knowledge of Arbor.	A

A = Application Form      I = Interview      R = Reference