

Arden Multi Academy Trust
Administrative Assistant (Coppice Academy)
Person Specification (Band B)



Criteria	Essential	Desirable	Measured By
EDUCATION AND QUALIFICATIONS	GCSE (or equivalent) in English and Mathematics at a minimum of Grade C/Level 5.	<p>Other GCSE or equivalent qualifications.</p> <p>A Level/BTec or equivalent qualifications</p> <p>RSA, Business or Administrative qualifications</p> <p>Evidence of further qualifications</p> <p>First aid qualification (or willingness to complete it)</p>	Application Form
SKILLS AND ABILITIES	<p>Excellent interpersonal and customer service skills</p> <p>Be able to work as an individual as well as part of a team</p> <p>Good oral and written communication skills</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Be a calm, positive and effective communicator, confident in liaising with all colleagues, children, parents, governors and outside agencies, even under pressure</p> <p>Be confident and proactive in using new systems in a busy school office</p> <p>Be keen to use initiative and problem-solving skills and thrive through a 'can do' approach to resolving problems. Have a high level of accuracy.</p> <p>Have an excellent eye for detail e.g., consistency in 'house' style.</p> <p>Understanding of data protection and confidentiality</p>		Application Form Interview

	<p>Understanding of safeguarding</p> <p>Have excellent literacy and numeracy skills</p>		
EXPERIENCE	<p>Carrying out administrative tasks</p> <p>Dealing with face-to-face and telephone interactions</p> <p>Office experience including reception duties</p> <p>Experience of IT programmes (Microsoft Office)</p> <p>Excellent oral and written communication skills</p> <p>Working and collaborating within a team</p>	<p>The ability to communicate effectively with a range of stakeholders e.g., adults and pupils</p> <p>Experience of database systems e.g., SIMS, ParentPay and ClassDojo</p>	<p>Application Form</p> <p>Interview</p>
KNOWLEDGE		<p>Knowledge of SIMS database or other databases</p>	<p>Application Form</p> <p>Interview</p>
OTHER REQUIREMENTS	<p>Availability out of hours may sometimes be required to support meetings/events</p> <p>To be able to work under pressure including interruptions and conflicting demands on time</p> <p>Complete confidentiality, discretion and tact</p> <p>Professional conduct at all times</p>		<p>Interview</p>
COMPILED BY:	A Burnard/M Bull		Date: 11 th April 2024