

Person Specification

Post Title:

Administration Assistant

Salary:

Scale 1 (Point 2)

| | Essential | Desirable | Sources of Assessment | | |
|--|-----------|-----------|---|-----------------|---------|
| QUALIFICATIONS | | | By application (form, letter and references) | By interview | By task |
| English and Maths qualifications at GCSE Grade C or equivalent | ✓ | | ● | | |
| KNOWLEDGE AND UNDERSTANDING | | | | | |
| IT literate, with a good working knowledge of common software packages (e.g. Microsoft Office, email, internet). | ✓ | | ● | | |
| Printing and photocopying | | ✓ | ● | | |
| An understanding of safeguarding procedures | ✓ | | | ● | |
| EXPERIENCE | | | | | |
| Previous experience of working in a school environment | | ✓ | | | |
| SKILLS, ABILITIES, ATTRIBUTES | | | | | |
| Good level of ICT skills | ✓ | | ● | | |
| Confidence to work independently | ✓ | | | ● | |
| Excellent written and oral communication skills | ✓ | | ● | | |
| Integrity, sound professional judgement, ability to maintain confidentiality | ✓ | | | ● | |
| Confident in responding to changing situations with calmness, flexibility, and a proactive, supportive attitude | ✓ | | | ● | |
| Willingness to operate as a member of a collaborative team, carrying out tasks beyond the envisaged job description when an occasion demands | ✓ | | | ● | |