

Administrative Assistant Person Specification

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • English and Maths GCSE A* - C (or equivalent) 	
Experience	<ul style="list-style-type: none"> • High level of competency in ICT (email, Word, Excel, Powerpoint, SIMs etc) • Proven experience in dealing with confidential work and clerking meetings 	<ul style="list-style-type: none"> • Experience of working within a school office
Leadership and Management	<ul style="list-style-type: none"> • Ability to delegate, monitor and evaluate information • Ability to lead by example and inspire others to achieve positive results • A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures 	<ul style="list-style-type: none"> • Evidence of good working relationships with parents and the wider school community
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to work within a team environment • Proven organisational skills and the ability to prioritise in a busy office environment 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning
Personal Qualities	<ul style="list-style-type: none"> • Adaptable and flexible approach • Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with pupils, staff, parents and governors • A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines • Ability to build, support, motivate and work as part of a high performing team 	