



The Harvey Grammar School

ADMINISTRATION ASSISTANT

Person Specification

We are seeking to appoint a person who has the following skills/knowledge:-

Qualifications and Experience

- Working knowledge of computerised systems
- Previous administration experience
- Administration related qualifications (although not essential)
- Ability to proficiently use office computer systems including word processing, spreadsheet, database and internet systems

Skills and Attributes

- Ability to manage competing priorities and meet deadlines
- Has the ability to work calmly under pressure
- Ability to relate well with others and work as a team member
- Ability to demonstrate effective verbal and written communication skills
- Good standard of numeracy and literacy skills
- Ability to deal with confidential data / issues appropriately

Personal Qualities

- A professional approach with regard to discretion, sensitivity and the need for confidentiality
- Is self-motivated, conscientious and enthusiastic
- Able to follow direction and work with the Office Manager
- Able to adapt to changing and challenging circumstances
- Efficient and meticulous in detail and organisation
- Evidence of excellent attendance and punctuality record
- Understands the need to follow school and DfE regulations
- Can interact professionally with the school's wider community