**WOODCHURCH HIGH SCHOOL** Employee Specification Form M23

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| Person Specification for the post of **Admin Assistant** | | | | | |
|  | **Essential** | | **Desirable** | | |
|  | **Attribute** | **Stage Identified** | | **Attribute** | **Stage Identified** |
| **Qualifications** | * Qualifications or Experience in relevant discipline i.e. Administration/Customer Service | A/L/I  A/L/I | |  | A/L/I |
| **Experience** | * Relevant experience working in similar environment * Experience in using Office or other ICT packages * Good Literacy, numeracy and typing skills * Ability to plan and develop own workload and time management * Ability to organise, lead and motivate other staff within team | A/L/I  A/L/I  A/L/I  A/L/I | | * Ability to relate well to children and adults * Working in a school | A/L/I  A/L/I |
| **Knowledge and Skills** | * Patience and the ability to deal with a wide range of demands from a variety of people, all at once * Polite, pleasant, calming disposition and efficient telephone manner * Flexible attitude towards day to day tasks * Ability to work under pressure using initiative * Ability to work effectively as part of a team. * Ability to work with a minimum of supervision * Ability to innovate and manage change in a rapidly changing environment * Good written and oral communication skills * Excellent interpersonal and communication skills * Promote a positive working environment and demonstrate enthusiasm * Understanding of promoting positive relationships within the school and the wider school community. | A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I  A/L/I | | * Understand national and local government educational strategies. * A knowledge of First Aid | A/L/I  A/L/I  A/L/I |
| **Special Requirements** | * Meticulous attention to detail * Willingness to constructively challenge the work of self and improve on practice * Cheerful disposition, a sense of humour and loyalty. * Flexibility and a willingness to work outside the normal working patterns when required. * Inquisitive mind and passion to develop and improve whole school systems | A/L/I  A/L/I  A/L/I  I  I  I | | * Staff training and development | A/I/L |

KEY: A=APPLICATION, L=LETTER, I=INTERVIEW