**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/IA/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/IA/L/IA/L/IA/L/I | * Ability to relate well to children and adults
* Working in a school
 | A/L/IA/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/IA/L/IA/L/I A/L/I A/L/I A/L/I A/L/IA/L/IA/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/IA/L/IA/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/IA/L/IA/L/IIII | * Staff training and development
 | A/I/L |

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