

THE LEGACY LEARNING TRUST ACKLAM GRANGE SCHOOL



PERSON SPECIFICATION: ADMINISTRATION SUPPORT CLERK

	Essential	Desirable	Measured by
Qualifications/ Training	- Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications - Relevant administrative qualification or equivalent experience - Commitment to training / health and safety legislation	- Further professional qualifications - Evidence of related training	A/Q
Knowledge and Experience	- Experience of working in a team - Experience in providing a high level of customer services - Experience of general office procedures - Experience in managing and maintaining spreadsheets and data analysis to present and interpret in a variety of formats for specific school requirements	- Experience of working within a school environment - MIS experience (i.e. Arbor) - Experience of using a range of software systems such as SOCs, Civica, etc.	A/I
Skills and Ability	- Ability to work in a challenging environment - Ability to produce accurate work to tight deadlines - Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate - Ability to work flexibly across departments to support colleagues in order to meet whole school requirements - Organised approach to work in relation to professional standards and competencies - Strong ICT skills with a focus on Microsoft Office - Flexible approach to changing work tasks and prioritising to specific needs - Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery - Ability to maintain confidentiality at all times	- Ability to manage own work effectively - Safe working procedures i.e. manual handling - Ability to work flexibly across whole school to meet requirements	A/I
Personal Qualities and Attitude	- Committed to safeguarding and promoting the welfare of children and young people - Friendly and outgoing - Able and willing to establish good professional relationships - Commitment to high standards - Commitment to team work - Willingness to learn - On occasions to work evenings for special events		I

Measured by Key:

A: Application form

Q: Qualification Check

I: Interview