



Person Specification

JOB TITLE:	Administrative Assistant
DATE:	May 2025
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. A good general education demonstrating numeracy and literacy.	E	✓		✓	✓
2. NVQ Level 3 in Business Administration or equivalent.	D	✓			✓
3. Knowledge of how to protect personal data.	D	✓	✓	✓	
4. Basic awareness of corporate procedures (e.g. financial, governance and/or HR).	D	✓	✓	✓	
Experience					
5. Experience in a similar role covering a range of administrative duties.	E	✓		✓	
6. Dealing with customer enquiries both on the telephone or face to face.	E	✓	✓	✓	
7. Experience of maintaining filing systems.	D	✓		✓	
8. Experience of note taking.	D	✓		✓	
9. Experience of working in a school or educational environment.	D	✓		✓	
10. Experience using SIMS and PSF.	D	✓		✓	

11. Experience of financial management systems.	D	✓		✓	
Skills and competencies					
12. Ability to prioritise own workload and manage competing deadlines.	E	✓		✓	
13. Excellent organisational skills with the ability to use own initiative,	E	✓	✓		
14. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
15. ICT skills including use of MS Office applications.	E	✓	✓	✓	
16. Able to present information in a variety of written styles and formats with attention to detail.	E	✓		✓	
17. Ability to produce accurate and up to date records and reports.	E	✓		✓	
18. Ability to work to a brief and set objectives.	E	✓	✓	✓	
Other					
19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
20. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	