



**PERSON SPECIFICATION FOR  
ADMINISTRATIVE ASSISTANT- Grade 2**

**Essential Qualifications, Knowledge & Skill Required:**

- NVQ 2 or equivalent qualification or relevant experience
- Good numeracy and literacy skills
- The ability to support staff/pupils/respond to parents through fluent and accurately spoken English
- Effective use of ICT packages, including Microsoft Office (Word, Excel, Publisher).
- Good keyboard skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles & responsibilities and own position within these
- Excellent organisational skills
- Enthusiasm (and a sense of humour)
- Flexible and positive approach
- Willingness to attend training courses required for the role and/or developing skills/professional practice in the role.
- Have appropriate workplace references (two required)

**Desirable qualities and qualification which will be taken into consideration:**

- Previous school administrative experience
- Practical experience of using computerised management information systems such as Arbor, SIMS and/or ScholarPack