**PERSON SPECIFICATION**

**Job Title:** Admin Assistant

**Grade:** Grade 3

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications** | * GCSEs grade C or above in English and Maths or equivalent
* Previous experience in a similar role.
 | * Full UK driving licence and own transport
* Recognised qualification in Business or Administration
 | Application FormCertificate CheckTest |
| **Knowledge and Experience** | * Experience of working in a busy office environment
* Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel
 | * Experience of working in a school environment
* Clerking experience
 | Application FormInterviewTest |
| **Skills and Abilities** | * Excellent organisational skills
* Produce documentation to a high standard with meticulous attention to detail
* Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing
* Respect confidentiality and the sensitive nature of working within a school environment
* Flexible and well organised approach to work
* To work with frequent interruptions
* Work calmly under pressure and to tight deadlines
* Work using own initiative and also as part of a team
* Able to work flexibly and to attend meetings and INSET days, as required
 | * Proactive approach to training and development
* Able to record, interpret and present data in formats such as Word and Excel
* Experience of managing company social media accounts and producing promotional materials
 | Application FormInterviewTest |
| **Other** | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | DBS Disclosure |