**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 Form  Certificate Check  Test |
| **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 Form  Interview  Test |
| **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 Form  Interview  Test |
| **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 |