



ADMINISTRATIVE ASSISTANT – Person Specification

	Essential	Desirable
Experience	Experience of working in an office environment. Experience of establishing priorities, and working to them. Experience of dealing with the members of the public.	Experience of working in an academy office/academy environment. Experience of using online payment systems.
Qualifications	GCSE passes in English and Maths at Level "C" or above (or equivalent).	Evidence of continuing professional development. Appropriate qualifications in the use of computer software.
Aptitudes	Good interpersonal, organisational and communication skills with adults and children. The ability to work with initiative, prioritise and meet deadlines. Team membership skills. Time management skills. IT skills – use of Microsoft Word, Excel, Outlook, One Drive and other Windows applications. Cash-handling skills. Knowledge of the importance of maintaining confidentiality at all times. Knowledge of the Academy's Equal Opportunities policy.	The ability to deal with pupils, colleagues, visitors, the public and outside agencies in a calm and positive manner, in line with the Academy's ethos. Knowledge of pupil MIS systems Knowledge of GDPR.
Personal Qualities	Ability to communicate with and enjoy working with children. To be well motivated, well organised and positive. Ability to multi-task and problem solve. To be confident and have a good sense of humour.	

	A willingness to undertake further training and professional development.	
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