**Person Specification – Administrative Assistant**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of students, staff and parents.*

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|  | **Essential** |  **Desirable** |
| **Qualifications/ Training** | Level 4 or above in GCSE English and Maths or equivalentWilling to undertake job related training | An intermediate or above qualification in word processing/typing skills |  |
| **Relevant experience** | Experience in a general administration environmentExperience of Microsoft Word packageExperience of using database applicationsExperience of reception work |  |
| **Knowledge and understanding** | Knowledge of standard office proceduresKnowledge of standard office equipment | Relevant work experience within a school setting |
| **Skills and aptitudes** | Have a good level of literacy and numeracy skills Have excellent interpersonal and customer service skills.An ability to fulfil all spoken aspects of the role with confidence using the English Language  as required by **Part 7 of the Immigration Act 2016**Able to communicate effectively and accurately both verbally and in writingAble to communicate in a clear and concise manner both on the telephone and face to faceAbility to write clear, letters and reportsAbility to complete work to the required standards of accuracy and presentationHas developed and maintained effective working relationships with a wide range of peopleAbility to work on own initiative with minimum supervisionAbility to maintain strict confidentiality |  |
| **Special Requirements** | Enhanced DBS clearanceCompliance with all School and Trust policiesSafeguarding and promoting the welfare and success of all students and young people. The implementation of equal opportunities practice.Promoting the stated aims and policies. |  |