**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 equivalent  Willing to undertake job related training | An intermediate or above qualification in word processing/typing skills |  |
| **Relevant experience** | Experience in a general administration environment  Experience of Microsoft Word package  Experience of using database applications  Experience of reception work |  |
| **Knowledge and understanding** | Knowledge of standard office procedures  Knowledge 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 writing  Able to communicate in a clear and concise manner both on the telephone and face to face  Ability to write clear, letters and reports  Ability to complete work to the required standards of accuracy and presentation  Has developed and maintained effective working relationships with a wide range of people  Ability to work on own initiative with minimum supervision  Ability to maintain strict confidentiality |  |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all School and Trust policies  Safeguarding and promoting the welfare and success of all students and young people.  The implementation of equal opportunities practice.  Promoting the stated aims and policies. |  |