

⊕ Admin Assistant Person Specification

	Essential	Desirable	How identified
Qualifications and training	GCSE or equivalent in Maths and English (Grade c/4 or above) Good standard of IT literacy including Microsoft Office	First Aid training	Application/interview
Experience	Experience of working in an administrative or office environment Experience of dealing with customers, clients or the public Experience of working with confidential information Experience managing multiple tasks in a busy environment	Experience working in a school or education setting Experience using school systems such as SIMS, ParentPay or Teacher2Parents Experience supporting financial administration (orders, invoices, payments) Experience maintaining records or databases	Application/interview
Skills and knowledge	Understanding of good administrative practices Awareness of the importance of confidentiality and data protection Understanding of professional customer service Strong organisation and time management skills Excellent communication and interpersonal skills Ability to work accurately with attention to detail Good IT and data management skills Ability to prioritise workload and work under pressure	Knowledge of school administrative processes Understanding of school attendance procedures and pupil records	Application/interview

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	<p>Ability to work independently and as part of a team</p> <p>Understanding of safeguarding</p>		
<p>Personal qualities</p>	<p>Friendly, professional and approachable manner</p> <p>Reliable and trustworthy</p> <p>Positive and flexible approach to work</p> <p>Ability to maintain confidentiality at all times</p> <p>Commitment to safeguarding and promoting the welfare of children</p> <p>Ability to work under pressure</p> <p>Commitment to promoting the ethos and values of the school</p>		<p>Application/interview</p>