

Person Specification

Administration Assistant

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> GCSE English and Maths Grade A* to C or equivalent qualification. 	<ul style="list-style-type: none"> Level 2 (or above) qualification in a relevant area of business administration.
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> Experience of working effectively as part of a team. Experience of a range of finance and administration systems. Strong communication and interpersonal skills. Experience of working in an environment where high level literacy and numeracy skills have been demonstrated. Experience of working with children and young people. 	<ul style="list-style-type: none"> Experience of working in a school environment. Able to demonstrate impact on the work of others through coaching and support.
Skills & Abilities	<ul style="list-style-type: none"> A visible desire to improve the outcome for children and young people. High levels of accuracy and attention to detail in the completion of administrative tasks. Proficient in the use of MS Office: Excel, Word, Outlook and PowerPoint. Ability to stay calm under pressure and meet deadlines. High level organisational skills. Flexibility in undertaking tasks. 	<ul style="list-style-type: none"> Experience of working in a similar role. Competent in the use of social media, including for marketing purposes. Knowledge of Brom Com Management Information Systems.
Personal Qualities & Attributes	<ul style="list-style-type: none"> Model's exemplary standards and integrity in all financial matters. Able to build effective working relationships with a wide range of staff and stakeholders. Able to prioritise workload and work on own initiative. Attention to detail in communication and planning. Able to stay calm and controlled under pressure and meet deadlines. Able to communicate effectively and concisely both in written and verbal form to a variety of audiences. 	



	<ul style="list-style-type: none">• Commitment to undergo specialised training relevant to the post.• Determination to work to high standards.• Ability to work with absolute confidentiality and discretion.• Conscientious, honest and reliable.• Positive telephone manner.• Knowledge of child protection and safety practices when working with children.	
Commitment To	<ul style="list-style-type: none">• Diversity and equality of opportunity in all working practices.	
Attendance	<ul style="list-style-type: none">• A good attendance record in current employment, (not including absences due to disability).	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***