

# Person Specification

## Administration Assistant

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

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

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