**PERSON SPECIFICATION**

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| Job Title: | **Administrative Assistant** | Salary: **Grade 3** |
| Location: | **Meadow Park School** |  |

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications** | * GCSE’s grade C or above in English and Maths or equivalent | * First Aid qualification | Application Form  Certificate Check |
| **Knowledge and Experience** | * Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel * Minimum of 2 years’ experience working in a busy administrative environment, dealing with sensitive and confidential matters | * Experience of working in a school * Experience of SIMS * Having an understanding of GDPR * Experience of online marketing – websites and social media | Application Form  Interview |
| **Skills and Abilities** | * Produce documentation to a high standard with meticulous attention to detail * Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing * Work with minimum supervision * Respect confidentiality and the sensitive nature of working in HR within a school environment * Flexible and well organised approach to work and able to prioritise workload * To work with frequent interruptions * Work calmly under pressure and to tight deadlines * Work using own initiative and also as part of a team * Able to work flexibly and to attend meetings and INSET days, as required | * Proactive approach to training and development * Able to record, interpret and present data in formats such as Word and Excel * Mentoring new team members | Application Form  Interview  Test |
| **Other** | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | | DBS Disclosure |