

## Person Specification

**Post Title:**

Administration Assistant

**Salary:**

Scale 2 (Point 3-4)

	Essential	Desirable	Sources of Assessment		
QUALIFICATIONS			By application (form, letter and references)	By interview	By task
English and Maths qualifications at GCSE Grade C or equivalent	✓		●		
First Aid Qualification		✓	●		
KNOWLEDGE AND UNDERSTANDING					
Good working knowledge of Microsoft Office software	✓		●		
An understanding of what makes for effective administration assistant		✓		●	
An understanding of safeguarding procedures	✓			●	
EXPERIENCE					
At least one year's experience of working with older children (10-18)		✓	●		
At least one year's experience of working within a successful team		✓	●		
Previous experience of working in a school environment	✓				
Experience of SIMS	✓				
SKILLS, ABILITIES, ATTRIBUTES					
Good level of ICT skills	✓		●		
Confidence to work independently	✓			●	
Confidence to work with young people	✓				●
Excellent written and oral communication skills	✓		●		
Effective interpersonal skills; the ability to communicate effectively with a variety of people (students, colleagues, parents,) and to assess and diffuse confrontational situations.	✓			●	●
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	✓			●	
The capacity to remain calm and to cope with the unexpected	✓			●	

Willingness to participate in relevant training and development (including First Aid and management of medicines )	✓			●	
Willingness to operate as a member of a collaborative team, carrying out tasks beyond the envisaged job description when occasion demands	✓			●	
Able to work within the core hours of 8:30 – 15:30	✓			●	
A good sense of humour		✓		●	