The Oakwood Academy

ADMINISTRATIVE ASSISTANT

Person Specification

	Essential	Desirable
Qualifications	5 GCSE's (Equiv A* - C/9-4) including English and Maths	
Knowledge/ Experience		Previous administrative experience of working in an administrative role and environment. First Aid trained
Skills/Abilities	Strong skills in Microsoft Office (Word, Excel), email, and internet usage. Excellent verbal and written skills for dealing with parents, staff, and pupils. Ability to prioritise tasks, manage workloads, and meet strict deadlines.	

Personal Qualities	Hard working and enthusiastic Flexible Approachable An ability to maintain strict confidentiality and discretion at all times. Reliable with excellent time keeping and attendance record. Ability to be adaptable to the changing needs and requirements of the post. Ability to work independently and part of a team Able to follow Trust policies at all times	