



PERSON SPECIFICATION
Administrative Communications Assistant

CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS AND TRAINING	
O Level or GCSE English and Maths Grade C	E
PREVIOUS EXPERIENCE	
Some proven experience in office administration	E
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	
Good working knowledge of databases, spreadsheets and relevant software	E
Awareness of policies and procedures relating to child protection	D
Working knowledge of Arbor	D
ABILITIES AND SKILLS	
Ability and desire to learn a range of new, technical skills	E
Ability to approach all aspects of the work in a thoroughly methodical, conscientious manner	E
Ability to demonstrate absolute integrity, discretion and confidentiality	E
Ability to handle a number of issues simultaneously, while retaining calm, patience and concentration	E
Ability to work as part of that team	E
Ability to maintain appropriate relationships	E
Ability to maintain, initiate and adapt reliable filing systems and to ensure that accurate paper and IT records are kept	D
Accurate keyboard skills	E
Excellent ICT skills utilising Microsoft Office	
Excellent organisational and administrative skills	E
Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels	E
PERSONAL QUALITIES	
Adaptability, dedication and commitment	E
Good role model to colleagues and students	E