

The LETTA Trust

Apprentice Administrative Assistant and Personal Assistant

Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. To be an excellent administrator and have a commitment to your own continuing professional development
2. Excellent interpersonal skills
3. To be proactive, flexible and prepared to work as part of a larger team
4. To be able to communicate well with diverse groups and develop and maintain positive relationships with all members of the school community and partners
5. To be able to prioritise tasks; have excellent time management and organisational skills
6. To be confident in the use of email, word processing, database programs and other administrative technology
7. The ability to work well in a team
8. Knowledge and understanding of and commitment to inclusion
9. To understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health & Safety
10. To demonstrate a commitment to the success of pupils and staff across the LETTA Trust and partner schools
11. GCSE Grade C/4 in English and mathematics, or equivalent