**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Good skills in basic literacy and numeracy – Grades A\*-C in GCSE in English and Maths. NVQ level 2/3 standard or equivalent  Willingness to undertake further training | ✓ | ✓ |
| **Experience** |  |  |
| Experience of carrying out a wide range of complex administrative duties  Interpreting written instructions/manuals to carry out processes and procedures without regular supervision  Working with a variety of IT systems, including word processing, spreadsheet and financial database operation  Dealing with confidential and sensitive information in accordance with data protection principles  Processing orders and product requisitions, and handling cash  Communicating with a range of staff and customers to provide advice, guidance or instructions  Experience and understanding of school processes | ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Skills and Knowledge** |  |  |
| Highly organised with great attention to details  Ability to prioritise and effectively meet deadlines  Good IT skills including MS Word, Excel and accounting systems  Have clear and concise communication skills both written and verbal | ✓  ✓  ✓  ✓ |  |
| **Aptitude** |  |  |
| Ability to work independently as well as part of a team  Determination and commitment to high quality standards  Ability to develop positive relationships with a range of stakeholders  Ability to prioritise work, meet deadlines and work calmly under pressure  Self-motivation, flexibility and enthusiastic approach to work | ✓  ✓  ✓  ✓ |  |