**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 equivalentWillingness to undertake further training | ✓ | ✓ |
| **Experience** |  |  |
| Experience of carrying out a wide range of complex administrative dutiesInterpreting 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 operationDealing with confidential and sensitive information in accordance with data protection principlesProcessing 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 deadlinesGood IT skills including MS Word, Excel and accounting systemsHave clear and concise communication skills both written and verbal | ✓✓✓✓ |  |
| **Aptitude** |  |  |
| Ability to work independently as well as part of a teamDetermination and commitment to high quality standardsAbility to develop positive relationships with a range of stakeholders Ability to prioritise work, meet deadlines and work calmly under pressureSelf-motivation, flexibility and enthusiastic approach to work | ✓✓✓✓ |  |