



ALLEESTREE WOODLANDS SCHOOL

PERSON SPECIFICATION: ADMINISTRATION ASSISTANT

Job Title: Administration Assistant	<i>Essential</i>	<i>Desirable</i>
Qualifications		
English and Maths at level 2 or above (C+/4+)	✓	
Level 3 Administration related qualification		✓
Knowledge and Experience		
Experience of working in an administrative role in a busy work environment	✓	
Previous experience of working in a school setting		✓
Previous experience of working with young people		✓
Strong organisational and administrative skills	✓	
Experience of working with management information systems (MIS)	✓	
Experience and working knowledge of Microsoft applications	✓	
Ability to communicate effectively	✓	
Personal qualities <i>We ask all staff to demonstrate our CORE values in all we do; as such we want staff to have courage in the face of challenge, optimism that things can and will improve, regard for themselves and others and to show endeavour in their efforts for the school and its community</i>		
Courage	✓	
Optimism	✓	
Regard for self and others	✓	
Endeavour	✓	
Team player who is not scared to use initiative	✓	
Commitment to school improvement and personal professional development	✓	
Openness to ideas and flexibility to adapt	✓	
Perseverance and a 'can do' problem-solving approach	✓	
Belief in the power of education to change lives	✓	
Enjoy working with young people	✓	
Willingness to engage with appropriate professional learning and training	✓	
Humour and humility	✓	
Excellent communication skills and ability to build working relationships effectively with a range of people both verbally and in writing	✓	
Reliable and displays flexibility	✓	
Well organised, practical, and resourceful with strong time management skills	✓	