

PERSON SPECIFICATION FOR ADMIN ASSISTANT

Category	Essential	Desirable	Evidence From:
QUALIFICATION & TRAINING 1.GCSE English and Maths Grade C (or equivalent) 2.ECDL 3.SIMS	√	√ √	Application form and certificates
EXPERIENCE 4.IT skills in Microsoft Office/Excel or similar 5.Previous experience of working with young people 6.Previous experience of working in a school 7.Previous experience of HR and recruitment	√ √	√ √	Application form and skills test
SKILLS 8.Good interpersonal and communication skills 9.Good telephone manner 10.Ability to take minutes 11.Ability to maintain resilience, understanding and positive thinking when working with challenging pupils 12.Ability to work quickly, accurately and meet deadlines	√ √ √ √ √		Application form and interview
QUALITIES 13.Sense of humour 14.Ability to be an active and full member of a team 15.Commitment to staff development	√ √ √		Interview
OTHER 16.Empathy for young people 17.Willingness to work flexible hours when required 18.Full, clean, UK driving licence, use of a car	√ √	√	Interview