

**Person Specification:** Administrative Assistant

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	• Basic secondary education with GSCE English and Maths (or equivalent) • Good verbal and written communication skills • Enhanced Disclosure & Barring Service Check (will be carried out by school with successful applicant)	• First aid training
Relevant Experience	• Experience of working in a busy office or similar work environment • IT skills and experience of Microsoft Word, Excel, email and Internet	• Working in a school environment • Experience of Arbor, InVentry, Dojo or other school databases
Relevant Skills/Aptitudes	• Good communication skills • Good interpersonal skills • High standard of accuracy and attention to detail • High standard of numeracy and literacy • Ability to work under pressure • Ability to prioritise work	• Work independently and with initiative
Personal qualities	• Ability to work as part of a team • Ability to relate well with children and adults • Confidentiality	• Good sense of humour
Special Requirements	• Willing to be part of a whole school team and able to demonstrate the school values and ethos • Willing to take part in training as necessary	