

Person Specification – Senior Administrative Assistant

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers.

	Essential	Desirable
Qualifications	<p>GCSEs, including Maths and English at grade 4 or above or equivalent</p> <p>First aid training or willingness to undertake</p> <p>A willingness to undertake further training as required for the role</p>	<p>Further or higher education relevant qualification or equivalent</p>
Relevant Experience	<p>Previous administrative experience in a school setting including reception experience</p> <p>Experience with Microsoft office packages</p> <p>Previous experience of working with Arbor and/or other MIS systems</p>	<p>Previous experience of managing the work of others</p>
Knowledge and understanding	<p>Knowledge of standard office procedures</p> <p>Understanding of school policies and procedures</p> <p>Knowledge and understanding of safeguarding</p>	
Skills and aptitudes	<p>Excellent IT skills</p> <p>Have good time management skills</p> <p>Have excellent interpersonal and customer service skills with the ability to communicate at all levels both orally and in writing</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Excellent organisational skills</p>	<p>Ability to manage a team and assist them in prioritising and organising their tasks</p>

	<p>Ability to work as part of a team</p> <p>Ability to take initiative when appropriate</p> <p>Ability to write clear, letters and reports</p> <p>Ability to complete work to the required standards of accuracy and presentation</p> <p>Ability to maintain strict confidentiality</p>	
<p>Special Requirements</p>	<p>Enhanced DBS clearance</p> <p>Compliance with all Academy and Trust policies</p> <p>Committed to safeguarding and promoting the welfare and success of all learners</p> <p>The implementation of equal opportunities practice.</p>	