



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

PERSON SPECIFICATION ALL ADMINISTRATION SUPPORT

Experience and Knowledge	Experience in a general administration environment.	E
	Experience of the Microsoft Word package.	E
	Experience of using database applications.	E
	Experience of Reception work.	E
	Working knowledge of Data Protection and Confidentiality.	E
	Experience of working in an educational setting.	D
Education and Qualifications	A* - C in GCSE English and Mathematics or equivalent	E
Skills and Abilities	An intermediate or above qualification in word processing/typing skills	D
	Excellent communication skills both verbally and in writing.	E
	Excellent customer service skills.	E
	Ability to complete work to the required standards of accuracy and presentation.	E
	Able to follow set procedures.	E
	Ability to work on own initiative with minimum supervision.	E
	Ability to work under pressure.	E
	Ability to work within professional boundaries with all members of staff, students, parents and visitors.	E
	Take a collaborative role when working within a team.	E
	Able to meet deadlines against changing priorities and competing demands.	E
Training	The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.	E
	Willingness to undertake relevant training.	E
Attributes and Attitudes	Willingness to undertake mental health and or first aid training and administer when required.	E
	Flexible approach to work.	E
	Punctual and reliable.	E
	Ability to adapt to changes in the workplace.	E
Safeguarding	Commitment to and belief in equality, diversity and inclusion.	E
	Knowledge, understanding and commitment to safeguarding and promoting the welfare of pupils.	E
	Ability to form and maintain appropriate relationships and personal boundaries with pupils.	E