

**ADMINISTRATION ASSISTANT PERSON SPECIFICATION**

**(ROLE PROFILE 02126 ADMIN ASSISTANT C GRADE)**

| Essential                                                               | Desirable                                       |
|-------------------------------------------------------------------------|-------------------------------------------------|
| Good standard of English & Maths                                        | Experience of working in a school environment   |
| IT literate with Microsoft Office (excel, word, outlook & google suite) | Experience of working with secondary age pupils |
| Managing your workload and meeting deadlines                            | Experience in Administration                    |
| Efficient and self-motivated                                            | SIMS trained/ experience of using the system    |
| Effective communicator, both written & verbal                           |                                                 |
| Able to work on your own, and as part of a wider team                   |                                                 |
| Able to exercise discretion and maintain confidentiality                |                                                 |