

**Person Specification:** Administrative Assistant

| <b>SPECIFICATION</b>      | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|---------------------------|--|---|
| Education/Training        | <ul style="list-style-type: none"><li>• Basic secondary education with GSCE English and Maths (or equivalent)</li><li>• Good verbal and written communication skills</li><li>• Enhanced Disclosure &amp; Barring Service Check (will be carried out by school with successful applicant)</li></ul> | <ul style="list-style-type: none"><li>• First aid training</li></ul>  |
| Relevant Experience       | <ul style="list-style-type: none"><li>• Experience of working in a busy office or similar work environment</li><li>• IT skills and experience of Microsoft Word, Excel, email and Internet</li></ul>   | <ul style="list-style-type: none"><li>• Working in a school environment</li><li>• Experience of Arbor, InVentry, Dojo or other school databases</li></ul> |
| Relevant Skills/Aptitudes | <ul style="list-style-type: none"><li>• Good communication skills</li><li>• Good interpersonal skills</li><li>• High standard of numeracy and literacy</li><li>• Ability to work under pressure</li><li>• Ability to prioritise work</li></ul>   | <ul style="list-style-type: none"><li>• Work independently and with initiative</li></ul>  |
| Personal qualities        | <ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Ability to relate well with children and adults</li><li>• Confidentiality</li></ul>  | <ul style="list-style-type: none"><li>• Good sense of humour</li></ul>  |
| Special Requirements      | <ul style="list-style-type: none"><li>• Willing to be part of a whole school team and able to demonstrate the school values and ethos</li><li>• Willing to take part in training as necessary</li></ul>  |   |