

**Person Specification:** Administrative Assistant

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• First aid training
Relevant Experience	<ul style="list-style-type: none">• Experience of working in a busy office or similar work environment• IT skills and experience of Microsoft Word, Excel, email and Internet	<ul style="list-style-type: none">• Working in a school environment• Experience of Arbor, InVentry, Dojo or other school databases
Relevant Skills/Aptitudes	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Work independently and with initiative
Personal qualities	<ul style="list-style-type: none">• Ability to work as part of a team• Ability to relate well with children and adults• Confidentiality	<ul style="list-style-type: none">• Good sense of humour
Special Requirements	<ul style="list-style-type: none">• 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	