



**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 accuracy and attention to detail</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>	