

Person Specification

Post: Administration Assistant



| Skills/Ability/Experience | To do What? | Essential | Desirable |
|---|---|-----------|-----------|
| You will have a good level of education to at least GCSE level C or above in English and Maths, or equivalent | To demonstrate a good level of literacy and numeracy | ✓ | |
| You will have previous experience of working in a school office environment | To understand roles and responsibilities of all staff and statutory requirements | ✓ | |
| You will have previous experience of working in an administrative environment | To have some background knowledge of working in a professional office environment and to understand the responsibilities of the role | ✓ | |
| You will have the capacity and ability to deal with matters calmly and effectively to ensure prompt conclusions and actions in a very demanding and dynamic environment | To remain calm when dealing with sensitive issues and to be able to multi-task in a very demanding role, ensuring all tasks are completed to a high standard, and secure robust reflection and reviews take place to ensure appropriate prioritisation of workloads | ✓ | |
| You will have extensive experience and be competent in using Microsoft office and other standard software packages, and have the ability to learn company specific software | To create and maintain accurate records using various software packages and support the senior leadership in facilitating access to a range of software and hardware. | ✓ | |
| You will have an ability to tailor your approach to differing styles | To be able to understand the demands of varied roles across the school and co-ordinate a range of activities involving groups of professionals | ✓ | |
| You will show discretion and trustworthiness as you will often be party to confidential information | To protect the rights of the school community to have their information treated both confidentially and with respect and to be able to work within the parameters of GDPR | ✓ | |
| | To develop and maintain effective relationships with all stakeholders in the school community and | ✓ | |

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| You will have the ability to demonstrate excellent communication skills both oral and written, and be able to effectively liaise with external professionals to ensure accurate information at pupil level at all times, often with definitive deadlines | ensure accurate information is appropriately shared in a timely manner | | |
| You will have the ability to work methodically and accurately with specific emphasis on handling confidential and sensitive information at an appropriate pace as determined by the Senior Leadership Teams | To ensure all work is completed accurately and to deadlines, including statutory returns | ✓ | |
| You will have the ability to be proactive and apply initiative | To ensure all stakeholders stay on task, including times when people have different priorities | ✓ | |
| You will have excellent organisational skills and the ability to multitask | To ensure tasks are completed to required deadlines | ✓ | |
| You will be professional and confident in dealing with a wide range of activities and enquiries from internal and external professional partners in an appropriate manner. Your interpersonal, communication, professional diction and articulation skills will be such that you will confidently represent the school as an extension to the senior leadership team, balancing courtesy with assertiveness | To build and maintain positive relationships with the school community, stakeholders and other professional partners and show you have a sound knowledge of the School. To build professional credibility as a representative of the school and its senior leadership team | ✓ | |
| You will have excellent skills in maintaining filing and records to audit and Ofsted standards | To ensure all information is readily available at all times and this is accurate and current | ✓ | |
| You will follow school policies including safeguarding, GDPR and security arrangements | To ensure the school ethos is upheld and welfare of the school community is maintained | ✓ | |
| You will be effective and professional when dealing with people in exchanges of information in a tactful and diplomatic manner. You will be able to communicate at all levels | To understand and deal with different situations in a tactful and diplomatic way | ✓ | |
| You will have a willingness and ability to work flexibly | To support the senior team in its delivery of leadership across the school | ✓ | |