

Person Specification – Administrative Assistant

Job Title: Administrative Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • be numerate and accurate • excellent communication skills, both verbal and written • English and Maths to GCSE/ Standard Grade or beyond 	<ul style="list-style-type: none"> • SIMS.net • PSF Financials • First Aid
Experience	<ul style="list-style-type: none"> • experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> • office experience of at least 2 years
Knowledge and Understanding	<ul style="list-style-type: none"> • experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> • office experience of at least 2 years • worked in a school environment
Skills	<ul style="list-style-type: none"> • promote the school's aims positively • establish and develop appropriate relationships with parents, governors and the parish and local community • communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; • promote a positive working environment; • be able to prioritise workloads; have excellent time management and organisational skills; • be able to work under pressure and meet deadlines • produce accurate work • be able to use initiative 	

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Personal Characteristics	<ul style="list-style-type: none">• knowledgeable and highly competent• punctual• approachable and empathetic• enthusiastic• can work on own initiative• have a sense of humour• organised and resourceful• committed• of smart appearance• be understanding of the importance of confidentiality	
Special Requirements	<ul style="list-style-type: none">• be willing to undergo an Enhanced Disclosure and Barring Security check• be willing to undergo a pre-employment health check• be willing to take an active part in the life of the school	