Person Specification - Admin Assistant Post

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
Application	• Well-presented application form and supporting statement.		Application
Qualifications and knowledge	• Good general education including GCSE (or equivalent) English and Maths. • Excellent oral and written communication skills • Excellent level of IT skills, including Microsoft Office, email and database programs	• An understanding of the statutory requirements of legislation concerning schools. • Current valid driving license and appropriate car insurance for business use • A working knowledge of a MIS system e.g. SIMS/Scholar Pack	Application Form, certificates and interview
Experience	• Previous experience of working in a busy office environment • Experience of working with a variety of stakeholders e.g. pupils, parents, staff, governors or external agencies	• Experience of working in a school • Experience of handling money	Application form and interview
Work related skills and competencies	• Ability to undertake a range of office administration tasks • Confidence in delivering accurate information, both oral and written, to a variety of audiences • Good team-working, interpersonal and listening skills • Ability to prioritise workloads; excellent time management and organisational skills in order to meet deadlines • Ability to work independently	• Ability to encourage others to make the best use of their abilities • Ability to liaise effectively with the senior management team • Awareness of website and social media platforms used in marketing	Application form and interview
Personal and professional attributes	• Supportive of the school's ethos and aims • Caring attitude towards pupils and parents • Ability to deal with confidential matters sensitively and discreetly • Hardworking, energetic and enthusiastic • A good health and attendance record • Flexible approach to work as required by the needs of the school.	• Open-minded and creative, with an ability to use initiative and be innovative • Willingness to contribute to Academy life	Application form and interview

Person Specification - Admin Assistant Post

References	• Fully supportive references • Disclosure & Barring Service clearance		References and DBS certificate