## Person Specification - Admin Assistant Post

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

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