**Person Specification**

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| **Job Title**: Administration Assistant | **Salary:** GR2 | **Location**: JQA |

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * GCSE English and Maths (grades A\*-C) or equivalent | X |  |
| **Experience, Knowledge, Skills & Competencies**   * Experience of working within an office environment * Experience of manning a reception desk * Experience of working within a school office * Experience of a wide range of administrative functions * Competent in use ICT packages such as Microsoft Word /Excel and database systems. | X  X  X  X | X |
| **Personal Attributes**   * Resilience, the ability to work under pressure and be able to meet deadlines. * Ability to think creatively and to prioritise. * Excellent communication skills (including written, and verbal) * Excellent interpersonal skills. * A commitment to CORE Educational Trust vision, values, aims and the objectives of its academies programme. | X  X  X  X  X |  |