**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.
 | XXXX | 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.
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