



**PERSON SPECIFICATION  
ADMINISTRATION ASSISTANT**

<b>CATEGORY</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>QUALIFICATIONS</b></p> <p>GCSE English Grade C (or equivalent)</p> <p>GCSE Maths Grade C (or equivalent)</p> <p>ECDL</p>	*	* *
<p><b>EXPERIENCE</b></p> <p>IT skills in Microsoft Office/Excel or similar</p> <p>Experience of working with young people</p> <p>Experience of working in a school</p> <p>Experience of SIMS</p>	*	* * *
<p><b>SKILLS</b></p> <p>Good interpersonal and communication skills</p> <p>Good telephone manner</p> <p>Ability to take minutes</p> <p>Ability to organise &amp; prioritise</p> <p>Ability to maintain resilience, understanding and positive thinking when working in a challenging environment</p> <p>Driving Licence</p>	* * * * *	*
<p><b>QUALITIES</b></p> <p>Sense of humour</p> <p>Ability to be an active and full member of a team</p> <p>Commitment to staff development</p>	* * *	
<p><b>APTITUDE</b></p> <p>Empathy for young people</p>	*	

**Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines.  
This Post is Exempt from the Rehabilitation of Offenders Act 1974**

**Outstanding Achievement for All**

