



Person Specification for the Post of Administrative Assistant		Ess	Des	Evi
Knowledge	An understanding of the priorities of a busy school office and the roles within a school.	E		A/I
	Knowledge of school procedures and practices so that internal and external enquirers can be dealt with effectively.		D	A/I
	Working knowledge of data protection legislation.		D	A/I
	Understanding of good financial control		D	A/I
Qualifications & Experience	GCSE A* - C English and Maths or NVQ III or equivalent.	E		A
	Administrative experience in an office environment	E		A/I
	Administrative experience in a school office environment		D	A/I
	Excellent word processing skills and a working knowledge of EXCEL.	E		A/I
	Basic knowledge of a Management Information System	E		A/I
Leadership and Management Framework	Sound organisational skills.	E		A/I
	Ability to maintain effective and accurate records.	E		A/I
	Ability to work independently and take initiative when appropriate	E		A/I
	Ability to determine priorities and deal with conflicting deadlines.	E		A/I
	Ability to pay close attention to detail.	E		A/I
	Ability to work under pressure in the School environment	E		A/I
	An understanding of the necessity for maintaining strict confidentiality, where appropriate.	E		A/I
	Resourcefulness, enthusiasm and patience	E		A/I
Engaging with others	Excellent interpersonal and oral communication skills	E		A/I

	Sound written communication skills	E		A/I
	Ability to deal with staff, pupils, parents, visitors and outside agencies, including the ability to promote the image of the School	E		A/I
	Flexibility and ability to work as part of, and contribute to, the school's Administrative Support Team	E		A/I
Other	<ol style="list-style-type: none"> 1. A satisfactory Enhanced DBS disclosure 2. IT literate and willing to undertake further training as required. 3. A commitment to continuous professional development 4. A commitment to the highest standards of child protection and safeguarding, with a willingness to undertake safeguarding training. 	E E E E		A A/I A/I A/I