

GLF Schools - Person Specification
Administration Assistant

Job Title: Administration Assistant		
	Essential	Desirable
Professional and Experience		
Experience of working in an educational environment		√
Experience of working in a school office		√
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	√	
Knowledge and Skills		
ICT skills – Proficient in using Microsoft Excel & Word	√	
ICT skills - Familiarity with SIMS, Parentpay, School Comms , PowerPoint and other packages		√
Effective and clear communication skills	√	
Good administration skills.	√	
Knowledge of a variety of ICT systems including: Excel; Word; Publisher; a good working knowledge of mail merge; the manipulation of data within spread sheets.	√	
Able to work to deadlines, use own initiative and keep line manager appraised.	√	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	√	
Ability to work independently, demonstrating initiative	√	
Receptive to new ideas, approaches and challenges	√	
Qualifications		
GCSE / O' Level C grade or higher (or equivalent) in Maths and English	√	
Evidence of continuous professional development	√	
First Aid Qualification / willingness to acquire a First Aid Qualification	√	
Personal Attributes		
Pleasant and welcoming manner.	√	
Excellent interpersonal skills		
Excellent time keeping and pattern of attendance.	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Ability to work constructively as part of a team	√	
Enthusiasm, drive and a love for the job	√	
Ability to use initiative	√	



Ability to deal sensitively and in confidence with a wide range of issues	√	
Ability to work methodically, ensuring attention to detail	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	√	
Safeguarding		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		