

Person Specification

Administration Assistant

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Experience of administrative work in a busy office environment. 	✓	
<ul style="list-style-type: none"> • Good working knowledge of office equipment, including photocopier and telephones. 	✓	
<ul style="list-style-type: none"> • Good literacy skills and numeracy skills 	✓	
<ul style="list-style-type: none"> • Experience of working in a setting with young and vulnerable adults 		✓
<ul style="list-style-type: none"> • Experience of dealing with school admission processes 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Good time management, organisational and administrative skills 	✓	
<ul style="list-style-type: none"> • Good communication skills, including high standards of written communication, grammar and spelling 	✓	
<ul style="list-style-type: none"> • Strong IT skills and knowledge of using different software packages 	✓	
<ul style="list-style-type: none"> • Ability to work with tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> • Ability to work under pressure to prioritise and meet deadlines 	✓	
<ul style="list-style-type: none"> • Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work 	✓	
<ul style="list-style-type: none"> • Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> • High expectations of self and others 	✓	
<ul style="list-style-type: none"> • The ability to work to tight deadlines and under pressure 	✓	
<ul style="list-style-type: none"> • A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓	
<ul style="list-style-type: none"> • Ability to remain calm under pressure and be approachable 	✓	
<ul style="list-style-type: none"> • Ability to ensure confidentiality 	✓	
<ul style="list-style-type: none"> • Resilience and determination coupled with the ability to support and show empathy 	✓	

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks.

We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools. The Sigma Trust is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of any protected characteristics. This is embedded in our vision 'To Be Greater Than The Sum Of Its Parts', where we believe we are strong and more successful working together, creating a workplace which celebrates diversity.