Person Specification

Reporting to: **Office Manager**

Responsible for: **Reprographics and Administrative Assistant**

Qualifications

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| **Essential** | **Desirable** |
| * 5 A\*-C at GCSE including Maths and English Relevant degree | * Good honours graduate * Further accredited study |

Experience

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| **Essential** | **Desirable** |
| * Customer facing experience * An effective administrator * Attention to detail and ability to keep clear records * Excellent organisational skills | * Experience of working in schools * Experience of managed print service |

Knowledge and skills

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| **Essential** | **Desirable** |
| * MS Office * Willingness to learn basic first aid skills | * P-Counter * Xerox XDA * SIMS |

Personal qualities and characteristics

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| **Essential** | **Desirable** |
| * Energy, enthusiasm and stamina * Flexibility and determination * Ability to work under pressure, meet deadlines, and establish positive relationships with students, staff and outside agencies * Adherence to deadlines and good timekeeper, flexibility at busy times * Discretion and confidentiality in dealing with colleagues and pupils. * Ability to work under own initiative * Ability to communicate effectively to a wide range of audiences both orally and in writing. * Commitment to the promotion of equal opportunity and be in support of the Christian ethos of the school * Common sense and a can-do attitude | * Sense of humour |