

**Person Specification:
Admin Assistant**

Person Specification for the Post of Admin Assistant	
Knowledge	1. Good working knowledge of SIMS or similar management information system (D)
Qualifications & Experience	1. Experience of working in a secondary school environment (D) 2. Excellent IT skills including Word, Excel, Outlook and the internet (E) 3. Highly developed organisational skills. (E) 4. Excellent interpersonal and communication skills (both oral and written). (E)
Leadership and Management Framework	<u>Achieving Results</u> 1. Ability to maintain effective and accurate records. (E) 2. Ability to work independently and take initiative when appropriate. (E) 3. Flexibility and ability to work as part of, and contribute to, the school's Administrative Team (E) 4. Sound time management skills, including ability to determine priorities and deal with conflicting deadlines. 5. Ability to pay close attention to detail. (E) 6. Ability to work under pressure in the school environment 7. An understanding of the necessity for maintaining strict confidentiality, where appropriate (E) 8. Resourcefulness, enthusiasm, patience and a sense of humour
	<u>Engaging With Others</u> Ability to deal with staff, students, parents, visitors and outside agencies, including the ability to promote the image of the Academy. (E)
	<u>Valuing Diversity</u> Experience, or empathy with, working in a multicultural environment. (E)
	<u>Learning Effectively</u> 1. IT literate and willing to undertake further training as required. (E) 2. A commitment to continuous professional development (E)