

Corvus Learning Trust

Person Specification

Job Title – Administration Assistant



Key Criteria	Essential	Desirable
<p>Qualifications and Training</p>	<p>Good literacy and numeracy</p> <p>Good keyboard skills.</p> <p>Computer literacy (MS Office experience, including word-processing, spreadsheets, presentations and e-mail).</p> <p>English and Maths GCSE or equivalent.</p>	<p>Previous experience of working as an Admin Assistant within a school or Trust.</p> <p>Experience with MS Publisher/Canva.</p> <p>Experience of editing a website.</p>
<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<p>Experience of general clerical/administrative work in a team setting.</p> <p>Able to work independently on own initiative and constructively as part of a team.</p> <p>Good understanding of and ability to use relevant equipment e.g., computer, photocopier and software packages.</p> <p>Able to follow administrative procedures, understand and follow instructions.</p> <p>Able to deal with everyone in a positive and professional manner which promotes a positive image in line with our Trust's vision and ethos.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Good personal communication skills.</p> <p>Excellent attention to detail and good organizational skills.</p> <p>Possess effective written and verbal communication skills.</p> <p>Able to respond flexibly to the varying requirements of the post.</p> <p>Excellent time management skills.</p>	<p>Experience of working within a learning environment.</p> <p>Good knowledge of relevant policies/codes of practice and an awareness of relevant legislation.</p>

	<p>Must be self-motivated and able to demonstrate personal drive.</p> <p>Confident and resilient.</p>	
Work related personal requirements	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p> <p>Demonstrate good communication skills, able to relate well to, and communicate well with pupils and adults.</p>	
Other work requirements	<p>Suitable to work within an educational environment.</p> <p>Participate fully in the Trust Performance Appraisal Process.</p> <p>Participate in training and development opportunities to enhance and develop skills as required.</p> <p>Follow the Trust ethos.</p>	