

PERSON SPECIFICATION – Administrative Assistant ME4/5

Ap – Application Form

SP – Selection Process

Ref – Reference

Specification		Method of Assessment
QUALIFICATIONS		
GCSE C grade or higher (or equivalent) in Maths and English		Ap
Evidence of continuous professional development		Ap
EXPERIENCE		
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues		Ap / Sp
Experience of administration processes including HR / Recruitment processes		Ap / Sp
Experience of working in schools		Ap / Sp
Experience of maintaining SIMS to provide key data for SLT/staff		Ap / Sp
An understanding of attendance procedures		A/ / Sp
SKILLS		
Excellent communication and interpersonal skills		Ap/Sp
Ability to work independently, demonstrating initiative		Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required		Ap/Sp
Knowledge of a variety of ICT systems including Excel, Word, Publisher, and a working knowledge of mail merge, the manipulation of data within spread sheets.		
Ability to reconcile priorities, work to tight deadlines and problem solve		Sp / Ref
Receptive to new ideas, approaches and challenges		Sp / Ref
An ability to communicate effectively with teachers, students, parents and multi agencies		Sp / Ref
An ability to work autonomously and as part of a team		Sp / Ref
Good organisation, time management, communication and interpersonal skills		Sp / Ref

Good research and planning skills		Sp / Ref
Knowledge of the main aspects of the organisation of secondary schools		Sp / Ref
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information		Sp / Ref
Knowledge of the rights and responsibilities of parents		Sp / Ref
The ability to liaise with and gain the confidence of all school staff		Sp / Ref
The ability to work flexibly		Sp / Ref
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life		Sp / Ref
The ability to find creative and imaginative solutions to problems		Sp / Ref
The ability to produce detailed, concise evaluative reports		Sp / Ref
SAFEGUARDING		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.		Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances		Sp
Can demonstrate an ability to contribute towards a safe environment		Sp

PERSONAL QUALITIES		
Enthusiasm, drive and a love for the job		AF, SP & Ref
Committed to high standards of customer service and evidence of a 'can-do' approach		Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people		Sp
Committed to equality and diversity		Sp
Committed to own continuing professional development		Sp
Clear vision and an innovative approach		AF, SP & Ref
A passion for ensuring all aspects of school life demonstrate integrity and respect		SP & Ref
Commitment to a high profile presence in and around the school		Sp
Ability to foster an open culture where all are valued and treated fairly		AF, SP & Ref
A good sense of humour		SP & Ref
Excellent communication skills, both verbal and written		SP
Ability to organise, plan and prioritise time effectively		SP
Ability to act decisively		SP
Willingness to challenge others to produce positive outcomes.		SP
Flexibility, adaptability and creativity		SP

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.