

Person Specification – Administrative Assistant

Responsible to: Student Services Team Leader, and Director of Business

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
Experience:				
• Experience of working effectively within a team and playing a motivating role	E	✓	✓	
• Ability to work with flexibility and independence	E	✓	✓	
• Previous experience of working in a school or other academic environment	D	✓	✓	
Qualifications / Training:				
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	E	✓	✓	✓
• Evidence of commitment to own education and training	D	✓	✓	
• You will have or be willing to undergo appropriate First Aid training	E	✓	✓	
Knowledge / Skills:				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E	✓	✓	✓
• You have advanced ICT skills	D	✓	✓	
• You will have a proven track record of successful communication with parents, or other stakeholders in a professional manner	E	✓	✓	
• The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	E	✓	✓	

Personal Characteristics:				
• Positive, common sense approach and the ability to use initiative	E	✓	✓	✓
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	
• You have a commitment to safeguarding & promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness and adherence to relevant health & safety regulations and policies	E	✓	✓	
• Able to work as part of a team and independently, as required, recognising and accepting line management	E	✓	✓	
• You are punctual, flexible, reliable, well organised with good time-keeping and time-management	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.