



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE Administration Assistant

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Sound general education• GCSE grade C or equivalent in Mathematics and English• Education to A Level standard or equivalent	<ul style="list-style-type: none">• Degree
Experience	<ul style="list-style-type: none">• Administrative Experience	<ul style="list-style-type: none">• Previous relevant experience in a school or HR environment
Ability/Skills	<ul style="list-style-type: none">• Ability to input data accurately with good attention to detail• Able to maintain confidentiality• Able to deal with a number of different situations in quick succession• Evidence of good organisational skills• Evidence of excellent IT skills	<ul style="list-style-type: none">• Knowledge of SIMS System
Equal Opportunities	<ul style="list-style-type: none">• Awareness of and commitment to the school's Equal Opportunities policy	
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of young people	
Disposition	<ul style="list-style-type: none">• Good team member• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour• Good interpersonal skills; able to communicate with people at all Levels	