



PERSON SPECIFICATION: ADMINISTRATIVE ASSISTANT (LANGDON ACADEMY)

Specification/Attributes	Essential	Desirable	Evidence
Qualifications/Training	Education to GCSE Level or equivalent including English and Mathematics Grade C or above	Hold a first aid certificate	Application
Relevant Experience	Experience of working in a dynamic environment in a customer facing environment Ability to work in a demanding environment and meet deadlines Good ICT Skills including Microsoft Office (outlook, excel and word)	Experience of working within a school environment and / or working with children Familiarity with SIMS or databases	Application and Interview
Skills and Knowledge	Good written and verbal communication skills Ability to make an assessment and decide on an appropriate course of action Ability to use own initiative and prioritise own workload. To be able to work independently and as part of a team. Able to establish good relationships with students and colleagues at all levels. The ability to articulate and communicate clearly in a professional manner Strong interpersonal skills, including the ability to relate well to people on all levels Ability to work and cope under pressure with a range of day-to day matters Experience in the use of ICT systems and software. This could include SIMs, Microsoft packages demonstrating good level skills in Word and Excel	Shares expertise, skills and knowledge and to encourage others to follow suit.	Application and Interview

Other	<p>Have a flexible approach to work and to be able to adapt to changing workloads and demands.</p> <p>Maintains consistently high standards and expectations in all that you do.</p> <p>Able to work as part of a team.</p> <p>Must have a positive attitude and outlook.</p> <p>Excellent attendance and punctuality record.</p> <p>Diplomatic and confidential. Flexible approach, to meet daily demands of the role.</p> <p>Self-motivated and able to use initiative to ensure tasks are completed.</p>		Application and Interview
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