

Person Specification: Admin Assistant

Criteria	Essential	Desirable	Evidence gained from
Qualifications	E1 4 GCSEs at grade A* - C (including English and Maths), or equivalent E2 NVQ Level 3 or equivalent in relevant area	D1 First Aid qualification	<ul style="list-style-type: none"> • Application form
Experience	E3 Experience of working to tight time deadlines E4 Experience of administrative procedures E5 Experience of dealing with queries from the public	D2 Experience of working within a school, local authority, or similar environment	<ul style="list-style-type: none"> • Application form • References • Interview
Knowledge and Skills	E6 Good working knowledge of Microsoft Word & Excel E7 Ability to work as part of a team but also to act upon own initiative as necessary E8 Ability to retrieve information from and maintain databases E9 Ability to work under pressure E10 Ability to deal with the public in a sensitive and tactful way E11 Good organisational and time management skills. E12 Effective oral and written communication skills	D3 Good knowledge of information and financial systems	<ul style="list-style-type: none"> • Application form • References • Interview
Professional Development	E13 Commitment to own professional development		
Personal Qualities	E14 Enthusiastic, hard working & self-motivated E15 Flexible and accommodating E16 A commitment to maintaining confidentiality of sensitive information.	D4 Committed to the wider life of the school	<ul style="list-style-type: none"> • Application form • References • Interview