MAGDALEN COLLEGE SCHOOL

ADMINISTRATIVE ASSISTANT
Person Specification

Essential criteria	▪ GCSE level or equivalent of literacy and numeracy ▪ Competent IT and keyboard skills ▪ Good communication skills and an understanding of the importance of customer relations ▪ Professional, friendly and courteous telephone manner ▪ Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties. ▪ Ability to follow instructions and complete tasks. ▪ Appropriate level of data protection, security and confidentiality awareness ▪ Willingness to undertake appropriate training ▪ Willingness to take part in the annual staff appraisal process
Desirable criteria	▪ Some previous work experience ▪ Basic understanding of the day to day operational activity of a school. ▪ Health and safety awareness