

PERSON SPECIFICATION: Careers Administration Assistant

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Good general level of education and/or relevant vocational qualifications including GCSE or equivalent in English language and mathematics at grade C or above 	<ul style="list-style-type: none"> • RSA III or equivalent in Word Processing/ Secretarial Skills
Experience	<ul style="list-style-type: none"> • Previous experience of administration and secretarial work • Experience of undertaking a range of administrative tasks 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of working with SIMS
Skills / Knowledge / Aptitude	<ul style="list-style-type: none"> • Word processing IT skills • Good organisational skills • Ability to solve problems on a day to day basis • Ability to work with minimal supervision and to act on own initiative • Ability to work collaboratively with others • Ability to cope with conflicting demands, deadlines and interruptions. • Empathy with children and young people 	
Personal Qualities	<ul style="list-style-type: none"> • Good interpersonal skills • Able to show initiative and be self-organising • Able to work without close direction • Well organised and possess logical planning skills • Good attention to detail • Able to work under pressure • Able to work independently and as part of a team • A commitment to quality and continuous improvement • Able to maintain confidentiality • Willingness to be flexible • Commitment to equality principles 	
Communication Skills	<ul style="list-style-type: none"> • Good written and oral skills 	

Other	<ul style="list-style-type: none"> • Ability and willingness to attend evening meetings • Fluent in the English language in accordance with the Immigration Act 2016 	<ul style="list-style-type: none"> • Current First Aid Certificate
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All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.