

Specification	Essential	Desirable
Qualifications	English and Maths, Grade C or above (or equivalent)	ECDL Level 2 Business Administration
Skills, Knowledge & Experience	Understanding of the role of Administration Assistant Good administration skills Good communication skills (written and oral) Good telephone manner Computer literacy and experience of working with software applications such as Microsoft office. Prioritise and organise workload to meet deadlines	Understanding of Administration Systems including filing and recording Knowledge of GDPR
Personal Qualities	Ability to communicate with people from a range of backgrounds Willingness to contribute ideas and suggest new methods to improve the overall efficiency and effectiveness of the organisation. To be flexible in undertaking work and adapting to changing routines and procedures. Use initiative when dealing with enquiries. Good timekeeping Professional attitude and behaviour Flexibility	

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.