PERSON SPECIFICATION – ADMINISTRATION ASSISTANT

	ESSENTIAL	DESIRABLE
Qualifications	English and Maths to GCSE Grade C/Level 5 or equivalent	Business Administration qualification to NVQ level 2 or equivalent Level 3 qualification ('A' Levels, BTEC, etc.) First Aid Training qualification
Knowledge and Skills	Ability to communicate effectively to a range of audiences, through good written and oral communication skills Ability to use word processing software (e.g. Microsoft Word) Experience of using spreadsheets (e.g. Microsoft Excel) Ability to analyse and interpret a variety of data	Ability/experience in using school computer systems (e.g. Arbor)
Experience	A broad understanding of business administration and practical experience of administrative processes	Previous experience in school administration Previous experience of the Annual Review

The Specialist Schools Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

		Process in a SEN environment
Personal Qualities	Ability to work well as a member of a team To work on own initiative and organise own workload Ability to be flexible and cope with interruptions in workload Ability to deal with conflicting priorities and cope with pressure In the absence of other colleagues, to work alone in the school office if required	

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