



AMBITIONS

Academies Trust

PERSON SPECIFICATION FOR ADMINISTRATION ASSISTANT

Category	Essential	Desirable
QUALIFICATIONS GCSE English – minimum Grade C (or equivalent) GCSE Maths ECDL	√	√ √
EXPERIENCE IT skills in Microsoft Office/Excel or similar Experience of working with young people Experience of working in a school Integriss	√	√ √ √
SKILLS Good interpersonal and communication skills Good telephone manner Ability to take minutes Ability to organise & prioritise Ability to maintain resilience, understanding and positive thinking when working with challenging pupils Driving Licence	√ √ √ √ √	√
QUALITIES Sense of humour Ability to be an active and full member of a team Commitment to staff development	√ √ √	
APTITUDE Empathy for young people	√	

Outstanding Achievement for All