



## Person Specification

**Job Title:** Administration Assistant

| Qualifications  | Essential | Desirable |
|---|-----------|-----------|
| Level 2 Qualifications in English and Maths   | ✓         |           |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                  | ✓         |           |
| <b>Experience</b>   |           |           |
| Experience of working in a school environment   |           | ✓         |
| Experience of working in an office environment  |           | ✓         |
| <b>Skills</b>   |           |           |
| Ability to effectively communicate both verbally and in writing with a range of audiences                                 | ✓         |           |
| Ability to respect and maintain confidentiality at all times  | ✓         |           |
| Ability to use standard ICT packages including Microsoft Office   | ✓         |           |
| Ability to organise own workload and work independently where required, referring queries and issues on where appropriate | ✓         |           |
| Ability to be able to build positive relationships with colleagues  | ✓         |           |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues   | ✓         |           |
| Understanding of academy child safeguarding procedures  |           | ✓         |
| <b>Other</b>  |           |           |
| Satisfactory DBS check  | ✓         |           |