## ADMIN ASSITANT PERSON SPECIFICATION

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	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓			
	Evidence of recent continuing professional development,		✓	<b>√</b>	<b>✓</b>		
Skills and Experience	Administration duties	<b>✓</b>		✓	✓	✓	✓
	Maintenance of accurate records & filing systems, manual	✓					
	Experience of working in an educational environment in a [multi academy Trust or large academy].	<b>✓</b>		✓		✓	<b>✓</b>
	Record of good time management skills and ability to prioritise work effectively	✓					
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	<b>✓</b>		✓		✓	✓
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓					
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	<b>√</b>		<b>√</b>		<b>✓</b>	
	Ability to identify own training and development needs		✓				
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	<b>✓</b>				✓	
	Capacity to work during school holiday periods		✓				
	A helpful, calm and organised manner.	✓		✓		✓	
	Trained in First Aid		✓				