



**PERSON SPECIFICATION – ADMINISTRATION ASSISTANT**

Category / Item	Essential	Desirable
<b>Experience</b>		
Experience of working in an administrative role	√	
Experience of working in a school environment		√
Experience of working with various computer applications including Word, Outlook, Excel, Teams, Publisher	√	
Experience of working with a variety of school administrative software including Integris and ParentPay		√
<b>Education and Training</b>		
NVQ level 2 or equivalent in Business or Administration		√
GCSE level C (or equivalent) in English and Maths	√	
Holds current First Aid qualification		√
<b>Knowledge</b>		
Understanding issues of confidentiality	√	
Understanding and knowledge of inclusion and equal opportunities	√	
Recognises the importance of first impressions as first point of contact for the school	√	
Understanding and knowledge of health and safety		√
Knowledge and understanding of GDPR		√
Understanding of safeguarding children	√	
<b>Skills</b>		
Good interpersonal skills including face to face and telephone	√	
Good oral and written communication skills	√	
Ability to work to deadlines and under pressure while maintaining an eye for detail	√	
Able to create an attractive, tidy, efficient, and well organised environment		√
Good general IT skills including IT security and reprographics		√
<b>Specific Requirements</b>		
Demonstrates highest levels of honesty, integrity and objectivity in personal and professional conduct	√	
	√	
To be able to work collaboratively and flexibly as part of a team	√	
To be self motivating and able to act on own initiative with minimum levels of supervision	√	
Excellent organisational skills	√	
To be enthusiastic about the wellbeing and improvement of life opportunities for pupils	√	
Willing to undertake any training required to fully carry out the role	√	

