



Person Specification

Administrative Assistant

Measurements: A=Application, I= Interview, R=Reference, T=Task

E=Essential upon appointment

D=Desirable upon appointment

Training and Qualifications

Literacy & numeracy qualification e.g. Level 2 qualification or equivalent	A,I	E
Appropriate first aid training	A,I	D

Experience

Clerical or administrative experience	A,I	E
Experience of working with Google Workspace	A,I	D
Cash handling experience	A	D

Knowledge

Knowledge of administration and office systems	A,I	E
Knowledge of Behaviour Management techniques	A,I	D
Knowledge of Child Protection and Health & Safety legislations and procedures	A,I	D
Knowledge of mentoring approaches	A,I	D

Skills and Abilities

Computer literate	A,I	E
Good interpersonal and communication skills	A,I	E
Good numeracy and literacy skills	A,I	E
Ability to work to deadlines	A,I	E

Personal Qualities

Attention to detail, neatness and accuracy	A,I	E
Organisational skills	A,I	E
Ability to work successfully in a team	A,I	E
Confidentiality	A,I	E

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Other Requirements

Enhanced DBS clearance		E
Commitment to the schools policies and ethos	I	E
Commitment to Continuing Professional Development	A,I	E
Motivation to work with children and young people	A,I	E
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	A,I	E
Emotional resilience in working with challenging behaviours and attitudes.	A,I	E
Flexibility	A,I	E
The ability to converse at ease with parents and pupils	A,I	E