

Person Specification

Job Title: Administrative Assistant

Attributes	Essential	Preferred
Education / Qualifications	Educated to GCSE level including English and maths at grades A*-C or equivalent	Certificate in school administration
Experience	At least 2 years' previous office experience Familiar with financial procedures and processes	Previous experience of working in a school School MIS (SIMS) School financial systems (Arbor finance system)
Skills / Knowledge / Aptitude	Good standard of IT skills (word processing and spreadsheets). Good organisational skills and ability to prioritise workload. Ability to work as a member of a team. Ability to work on own initiative within set boundaries	Knowledge of MS Office (Word, Excel, Publisher and PowerPoint)
Motivation	Willingness to undertake further training	
Other	Must be fluent in the English language in accordance with the Immigration Act 2016. Willingness to undertake first aid training	Current first aid qualification