

Person Specification Admin Assistant (Grade 4)

We are looking to appoint committed individuals who are able to work well as a member of a team. The ideal candidate will be flexible and adaptable and willing to learn new skills. They will have a genuine interest and enjoyment of children and be able to respond to them with a friendly but professional approach.

The table below identifies the essential and desirable qualities and qualifications we seek from the successful individual:

| | Attribute | Essential | Desirable |
|--------------------------|---|-------------------------------------|-------------------------------|
| Qualifications/Knowledge | <ul style="list-style-type: none"> • Experience in a busy school office • Knowledge of general office procedures & systems • Experience in Windows, Outlook, Excel & Word • School based systems (SIMS) • Willingness to undertake continuing professional development and training • Maths & English GCSE Grade A-C equivalent • Knowledge of key policies and procedures relating to school | ✓ ✓ ✓ ✓ | ✓ ✓ ✓ |
| Training/Skills | <ul style="list-style-type: none"> • Excellent communication skills & warm friendly & professional attitude & personality • Ability to multi-task • The ability to manage own workload & tasks • The ability to work effectively & efficiently under pressure & to strict deadlines • Good communication & interpersonal skills • Ability to work effectively in a team environment • The ability to be flexible and be able to deal with unexpected events within the school day • Experience of handling & processing cash payments | ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ |
| Competencies | <ul style="list-style-type: none"> • Extremely organised, reliable with a meticulous attention to details • Patient, enthusiastic, energetic & self-motivating • Resilient & respond well to pressure, deadlines, interruptions & conflicting demands • Committed to safeguarding & promoting the welfare of children & young people | ✓ ✓ ✓ ✓ | |