



**PERSON SPECIFICATION**

**Job Title**            **Administrative Assistant**

**Grade**                **Grade 3**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's grade C or above in English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>	Application Form Certificate Check
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel</li> <li>Minimum of 2 years' experience in a busy administrative environment, dealing with sensitive and confidential matters.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working in reception</li> <li>Experience of SIMS</li> </ul>	Application Form Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Produce documentation to a high standard with meticulous attention to detail</li> <li>Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing</li> <li>Work with minimum supervision</li> <li>Respect confidentiality and the sensitive nature of working in HR within a school environment</li> <li>Flexible and well organised approach to work and able to prioritise workload</li> <li>To work with frequent interruptions</li> <li>Work calmly under pressure and to tight deadlines</li> <li>Work using own initiative and also as part of a team</li> <li>Able to work flexibly and to attend meetings and INSET days, as required</li> </ul>	<ul style="list-style-type: none"> <li>Proactive approach to training and development</li> <li>Able to record, interpret and present data in formats such as Word and Excel</li> <li>Mentoring new team members</li> </ul>	Application Form Interview Test
<b>Other</b>	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure

***A = Application    I = Interview    R = References***