

## Administration Assistant Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>English and Maths (GCSE level pass or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Relevant further professional qualifications</li> <li>First Aid</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful experience of working with the public</li> <li>Commitment to safeguarding issues and understanding of promoting the welfare of children</li> <li>Experience of sending and responding to correspondence</li> <li>Experience of working to deadlines</li> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment, or with young children</li> <li>Office administration experience</li> <li>Experience of ordering and processing invoices</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Supporting letter of application</li> <li>Interview</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Experience of working with Google workspace and Microsoft Office packages</li> <li>Familiar with communicating via different mediums; email, telephone, face to face</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of GDPR</li> </ul>	<ul style="list-style-type: none"> <li>Supporting letter of application</li> <li>Interview</li> <li>Interview activity</li> <li>References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good interpersonal and organisational skills</li> <li>Good communicator, with a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>Good time management, with the ability to meet deadlines and to prioritise tasks</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Interview activity</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>● Good organisational skills</li> <li>● Attention to detail</li> <li>● Receptive to change and new ideas</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Personal and professional commitment to the ethos and aims of the school including support for the values of a Church of England school</li> <li>● Positivity and resilience</li> <li>● Dedication</li> <li>● Determination</li> <li>● Confidentiality</li> <li>● Calmness under pressure</li> <li>● Flexibility, energy and enthusiasm</li> <li>● Team player</li> </ul>		<ul style="list-style-type: none"> <li>● Interview</li> <li>● Interview activity</li> <li>● References</li> </ul>