

<b>Person Specification - Administrative Assistant</b>		
<b>Selection Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessment</b>
<b>Knowledge/Experience</b>		
• Be confident in the use of email and database programmes	D	AIR
• Worked in an office/school environment	D	AIR
• Experience of working successfully and cooperating as a member of a team	D	AIR
• Work on own initiative	E	AIR
<b>Qualifications</b>		
• Numerate and accurate	E	A
• Excellent communication skills, both verbal and written	E	AI
• Experience of Microsoft Excel and Word	D	A
<b>Skills and Abilities</b>		
• Promote the school's aims positively	E	AIR
• Promote a positive working environment	E	AIR
• Be able to work under pressure and meet deadlines	E	IR
• Produce accurate work	E	IR
• Excellent communication skills	E	AIR
• Awareness and understanding of the school's policies and procedures	D	AI
• Awareness of confidentiality issues linked to home/student/teacher/ school work	E	AI
<b>Personal Qualities</b>		
• Wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the Governing Body and Leadership Team	E	I
• Establish and maintain good professional relationships with students, parents and colleagues	E	I
• Adopt a flexible approach to working	E	I
• Has a sense of humour particularly when facing difficult and challenging situations	E	I
• Is committed, resilient, robust and resourceful and of a reflective focussed and determined disposition	E	I
• Ability to work constructively as part of a team	E	I
• Ability to meet deadlines	E	IR
• Is reliable and has an excellent record of attendance and punctuality	E	IR
<b>Additional</b>		
• Is willing to undertake appropriate safeguarding checks and Medical checks	E	AIC
• Maintains confidentiality at all times as appropriate	E	IR
• Acts with integrity, fairness and in an ethical manner	E	IR

Key A – Application

R – Reference

I – Interview

C – Medical and DBS checks