

Administrative Assistant - Person Specification



Categories	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience in a school office environment • GCSE Grade C or above (or equivalent qualification) for English • A high level of typing ability • Good telephone manner • Great communication skills 	<ul style="list-style-type: none"> • Administration qualification • Minute taking experience
Knowledge and understanding	<ul style="list-style-type: none"> • Ability to plan, organise and prioritise to meet deadlines • Excellent attention to detail • Understanding of Data Protection and confidentiality • Understanding of Safeguarding 	<ul style="list-style-type: none"> • Knowledge of Scholar pack, ParentMail and ParentPay systems • Knowledge of CENSUS and the impact on funding in school • Knowledge of School Attendance and admissions processes
Skills	<ul style="list-style-type: none"> • Communicate effectively using a high standard of written and spoken English with colleagues and parents • Demonstrate ability to work successfully within a team • Ability to actively engage with parents in a confident and professional manner • Use of own initiative • Ability to use IT packages, software, spreadsheets and Microsoft applications • High level of accuracy • High attention to detail • Pride in your work 	
Personal characteristics	<ul style="list-style-type: none"> • Must show initiative, confidentiality, resilience, empathy, enthusiasm and have a calm approach • Confident • Flexible • Be a good team player • Keeping calm under pressure • Commitment to engage with the Ethos and values of the school • Commitment to act with integrity, honesty, loyalty and fairness to protect the reputation of the school • Deal with difficult situations effectively 	<ul style="list-style-type: none"> • Willingness to remain behind after normal working hours in exceptional circumstances • Prepared to go the extra mile