

**ADMIN ASSISTANT
February 2018
Person Specification**

	Essential	Desirable	Assessed
Qualifications and Experience	<ul style="list-style-type: none"> • 5 GCSEs or above including English and Maths • Microsoft office experience, mail merge, email and internet research • Driving Licence 	<ul style="list-style-type: none"> • previous experience of working in a school environment • NVQ Level 2 in Administration or Customer Service • First Aid qualification • ECDL 	<ul style="list-style-type: none"> • at interview • in application
Knowledge	<ul style="list-style-type: none"> • of work in a position requiring responsibility and efficiency • of dealing with difficult situations e.g. angry parents, ill pupils, calling the emergency services 	<ul style="list-style-type: none"> • of work in a position dealing with the public and/or school aged children • confidence of working with a wide range of people/ agencies 	<ul style="list-style-type: none"> • at interview and references • in application • observation at interview
Skills	<ul style="list-style-type: none"> • interpersonal and communication skills • flexible, supportive team player • personal organisation, punctuality and presentation • ability to deal with general administration in a neat, efficient and organised manner 	<ul style="list-style-type: none"> • organisation skills • ability to respond well under pressure • efficient and effective keyboard skills 	<ul style="list-style-type: none"> • at interview and references • in application
Personal/ professional qualities	<ul style="list-style-type: none"> • professional, friendly, assertive, approachable disposition • energy, enthusiasm and imagination • a willingness to learn and ask for support, taking direction from other members of staff • ability to work in a discreet and sensitive manner with students and parents • professional, smart, business- like appearance 	<ul style="list-style-type: none"> • flexibility to adjust to different demands e.g. covering tasks in absence of colleagues, taking on temporary duties 	<ul style="list-style-type: none"> • at interview and references • interaction with adults and students during school visit