

Person Specification

Post: Administration Assistant

Knowledge	E = Essential D = Desirable	Identified by
Knowledge of a secure environment	E	AF/I
Knowledge of safeguarding/child protection procedures	D	AF/I
To have an awareness of policies and procedures relating to Health and Safety, equality of opportunities and others relevant to the duties of the post	D	AF/I
Knowledge of attendance procedures using SIMS applications and software	D	AF/I
Knowledge of Microsoft Excel, Word and Publisher	E	AF/I
Skills and Abilities	E = Essential D = Desirable	Identified by
Excellent interpersonal skills, including the ability to deal with confidential and sensitive situations	E	I
Excellent administrative skills	E	AF/I
Excellent ICT skills including the ability to use a variety of Microsoft packages including Word, Excel and Publisher	E	AF/I
Effective use of ICT for data handling (SIMS etc.)	D	AF/I
Excellent numeracy/literacy skills	E	AF/I
Ability to use initiative and be pro-active	E	I
Ability to cope with conflicting demands and prioritise workload to meet deadlines	E	I
Ability to develop and maintain effective working relationships	E	I

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Experience/Qualifications	E = Essential D = Desirable	Identified by
Good general standard of education	E	AF/I
RSA 2 Word Processing/Typing or equivalent	E	AF/I
Excellent verbal communication, e.g. via telephone or conversation	E	AF/I
Other business administration or equivalent experience	D	AF/I
Administrative experience in an educational setting (including SIMS)	D	AF/I
Experience of using data input systems	D	AF/I
Experience of using purchasing systems	D	AF/I
Personal Qualities	E = Essential D = Desirable	Identified by
An ability to establish and develop positive relationships throughout school	E	I
To be friendly and welcoming to all children, staff, visitors and partners	E	I
Able to work under pressure	E	AF/I
To have a flexible and adaptable approach to working hours when necessary, e.g. to be available occasionally during school holidays at the request of the Head Teacher.	E	I
Commitment both to improving own practice/knowledge through self evaluation and learning from others and on-going professional development	E	AF/I
