



Person Specification

Post: Administrative Assistant

A – Application I - Interview



Knowledge	E = Essential D = Desirable	<i>Identified by</i>
Knowledge of a secure environment	E	A I
Knowledge of safeguarding/child protection procedures	D	A I
To have an awareness of policies and procedures relating to Health & Safety, equality of opportunities and other relevant to the duties of the post	D	A I
Knowledge of attendance procedures using SIMS applications and software	D	A I
Knowledge of Microsoft Excel, Word and Publisher	E	A 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	A I
Excellent ICT skills including the ability to use a variety of Microsoft packages including Word, Excel and Publisher	E	A I
Effective use of ICT for data handling (SIMs etc)	D	A I
Excellent numeracy/literacy skills	E	I
Ability to 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
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I



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Experience/Qualifications	E= Essential D= Desirable	
Good general standard of education	E	A I
RSA 2 Word Processing/Typing or equivalent	E	A I
Excellent verbal communication, e.g. via telephone or conversation	E	A I
Other business administration or equivalent experience	D	A I
Administrative experience in an educational setting (including SIMS)	D	A I
Experience of using data input systems	D	A I
Experience of using purchasing systems	D	A I
Personal Qualities	Personal Qual	Personal Qualities
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	A 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	A I