

<b>Person Specification for the post of Administration Assistant</b>	<b>Essential - E Desirable - D</b>	<b>Key: AF Application Form I Interview R Reference T Task</b>
<b>Qualifications, Training and Professional Experience</b>		
• NVQ Level 2/3 in Business Administration or equivalent experience	E	AF, I
• Good general standard of education	E	AF, I, R
• RSA 2 Word Processing/Typing	D	AF, I, T
• Previous experience in financial administration, collection and recording of cash, investigating discrepancies, banking, and financial reporting	E	AF, I, R, T
• Administrative experience in an educational setting (including Sims)	E	AF, I, R
• Experience of using data input systems	E	AF, I, R
• Experience of using purchasing systems	D	AF, I, R
• Experience of participation in professional development or study	D	AF, I
<b>Knowledge, Skills and Ability</b>		
• Financial awareness and ability to implement sound financial working practices	E	AF, I, R
• Knowledge of safeguarding/child protection regulations and procedures	D	AF, I, R
• Excellent numeracy skills	E	AF, I, R, T
• Effective use of ICT in management and data handling (Sims etc)	E	AF, I, R
• Excellent organisational, written and oral communication skills	E	AF, I, R
• Excellent administrative skills	E	AF, I, R
• Excellent interpersonal skills, including the ability to deal with confidential and sensitive situations	E	AF, I, R
• Excellent ICT skills including knowledge of Microsoft Office packages	E	AF, I, R, T

• Ability to move administration systems forward	E	AF, I, R
• Ability to use initiative and be pro-active	E	AF, I, R
• Ability to cope with conflicting demands and prioritise workload/meet deadlines	E	AF, I, R
• To have an awareness of policies and procedures relating to Health & Safety, equality of opportunities and others relevant to the duties of the post	D	AF, I, R
<b>Personal Qualities</b>		
• An ability to establish and develop positive relationships throughout school	E	I, R
• To be friendly and welcoming to all students, staff, visitors and partners	E	I, R
• Be enthusiastic and determined, positive, dedicated, flexible and trustworthy	E	I, R
• Able to work under pressure	E	I, R
• To have a flexible and adaptable approach to working hours when necessary	E	I, R
• To show sensitivity and tact	E	I, R
• Commitment both to improving own practice/ knowledge through self-evaluation and learning from others and to ongoing and professional development	E	AF, I, R