

PERSON SPECIFICATION

Job Title **Administrative Assistant**

Grade **Grade 3**

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE's grade C or above in English and Maths or equivalent 	<ul style="list-style-type: none"> First Aid qualification 	Application Form Certificate Check
Knowledge and Experience	<ul style="list-style-type: none"> Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel Minimum of 2 years' experience in a busy administrative environment, dealing with sensitive and confidential matters. 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of working in reception Experience of SIMS 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Produce documentation to a high standard with meticulous attention to detail Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing Work with minimum supervision Respect confidentiality and the sensitive nature of working in HR within a school environment Flexible and well organised approach to work and able to prioritise workload To work with frequent interruptions Work calmly under pressure and to tight deadlines Work using own initiative and also as part of a team Able to work flexibly and to attend meetings and INSET days, as required 	<ul style="list-style-type: none"> Proactive approach to training and development Able to record, interpret and present data in formats such as Word and Excel Mentoring new team members 	Application Form Interview Test
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure

A= Application I = Interview R = References