



**FINHAM PARK**  
MULTI ACADEMY TRUST

**PERSON SPECIFICATION**  
**Finham Park 2**

**Job Title**            **Administrative Assistant**

**Grade**                **Grade 3**

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