



## Administrative Assistant – Person Specification

| Essential   | Desirable   |
|---|---|
| <b><u>Qualifications</u></b>  |   |
| <ul style="list-style-type: none"> <li>Educated to 'O' Level / GCSE standard with Grades A – C / 9 - 4 in Maths and English</li> </ul>  |   |
| <b><u>Experience</u></b>  |   |
| <ul style="list-style-type: none"> <li>Experience in an administrative / clerical role</li> </ul>   | <ul style="list-style-type: none"> <li>Previous experience of working in school environment</li> <li>Experience of using a variety of IT systems within a working environment</li> </ul>  |
| <b><u>Skills and Abilities</u></b>  |   |
| <ul style="list-style-type: none"> <li>Excellent telephone manner</li> <li>Excellent keyboard skills</li> <li>Ability to be proactive and work independently as well as being an effective team player willing to contribute to work of whole team</li> <li>Experience of working to deadlines</li> <li>Excellent working knowledge of Microsoft Office packages</li> <li>Knowledge and understanding of the potential of IT as a tool to improve efficiency and communications</li> <li>Excellent interpersonal, communication and numeracy skills</li> <li>Ability to work under pressure and to tight deadlines</li> <li>Ability to work in a sensitive environment maintaining high levels of confidentiality when necessary</li> <li>Good organisational skills including recording, monitoring and checking progress where key tasks are concerned</li> <li>Good written communication skills and the ability to proof read correspondence and documentation</li> </ul> | <ul style="list-style-type: none"> <li>Extensive experience of working as a clerical or administrative assistant in a complex organisation</li> <li>Successful experience of dealing with a range of routine office tasks</li> <li>Knowledge and understanding of school organisation and aims</li> </ul> |
| <b><u>Personal Qualities</u></b>  |   |
| <ul style="list-style-type: none"> <li>A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required</li> <li>Uses initiative</li> <li>Smart, professional appearance</li> <li>DBS clearance</li> </ul>   |   |