



Administrative Assistant – Person Specification

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