



## Teacher Support/Admin Assistant – Person Specification

You will provide practical and administrative support for school trips, careers and subject areas. The role involves a significant number of practical tasks around the School site e.g., preparing displays, classroom resource production

Essential	Desirable
<b><u>Qualifications</u></b>	
<ul style="list-style-type: none"> <li>Educated to 'O' Level / GCSE standard with Grades A – C in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>A Levels</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>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>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>Excellent telephone manner</li> <li>Excellent keyboard skills</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>A good sense of humour</li> </ul>	