



Person Specification – Administrative Assistant

| Criteria | Essential | Desirable | Assessed | | |
|---|--|-----------|----------|---|---|
| | | | AF | I | T |
| Knowledge of: Computer literate with a working knowledge of school systems (e.g. Arbor) Office systems and procedures | X | X | | | |
| Experience: Using IT systems and packages Working as part of a team and on own initiative Responding to queries and problem solving Setting up and maintaining manual and electronic filing systems Diary management and appointment booking using manual and computerised systems Practical experience of working in a busy office environment Experience of working with children | X X X X X X | | | | |
| Skills/Aptitude: Ability to demonstrate a methodical, organised flexible approach to work Understand school ethos and values | X | X | | | |

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|---|---|---|--|--|--|
| Effective listening, verbal and written communication skills | X | | | | |
| Excellent interpersonal and customer service skills, with ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships | X | | | | |
| Professional approach | X | | | | |
| Ability to design and process a wide range of documents in accordance with instruction and school style, paying attention to detail | | X | | | |
| Ability to maintain a high level of confidentiality and discretion at all times | X | | | | |
| Ability to relate well to children, colleagues and members of the school community | X | | | | |
| Personal style and characteristics: | | | | | |
| A mature, professional and friendly manner | X | | | | |
| Commitment to the safeguarding of children | X | | | | |
| Commitment to providing a high quality of service | X | | | | |
| Well organised and efficient | X | | | | |
| Open minded , down to earth, proactive and bright | X | | | | |
| Reliable | X | | | | |
| Ability to learn quickly about the business and a willingness to learn | X | | | | |
| Remain calm under pressure | X | | | | |

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|----------------------------------|--|---|--|--|--|
| Qualifications: | | | | | |
| Level 1 safeguarding | | X | | | |
| Basic First Aid training | | X | | | |
| NVQ2 qualification or equivalent | | X | | | |