

PERSON SPECIFICATION

Job Title: Administrative Assistant

Grade: Grade 5

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview

CRITERIA		M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working in a school or academy	AF/I
	Experience of Administration	AF/I
SKILLS AND ABILITIES	A sound knowledge of a range of computer applications together with excellent IT Skills	AF/I
	An enthusiastic approach	AF/I
	Excellent Organisational Skills	AF/I
	Good Communication Skills	AF/I
	Excellent IT Skills	AF/I
	Ability to communicate with a range of audiences including colleagues, suppliers and members of the community	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I
	High attention to detail and accuracy	AF/I

TRAINING	Willingness to participate in further training and development opportunities offered by the school,	AF/I
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications	GCSE grade C or equivalent in English and Maths Level 3 Administrative qualification desirable but not essential	
OTHER	Ability to demonstrate commitment to Equal Opportunities The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.	AF/I I
CONTRA INDICATION	Disclosures relating to children, young people or vulnerable adults	