



PERSON SPECIFICATION

Job Title: Administrative Assistant

Grade: Grade 2

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



<p>EDUCATION/QUALIFICATIONS</p> <p>NB Full regard must be paid to overseas qualifications</p>	<p>GCSE grade C or equivalent in English and Maths</p> <p>Level 3 Administrative qualification desirable but not essential</p>	
<p>OTHER</p>	<p>Ability to demonstrate commitment to Equal Opportunities</p> <p>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</p> <p>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.</p>	<p>AF/I</p> <p>I</p>
<p>CONTRA INDICATION</p>	<p>Disclosures relating to children, young people or vulnerable adults</p>	