



## Administration Assistant - Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Good standard of education including literacy and numeracy (Level 2 or equivalent standard)	✓		A & C
	Experience of working in an office environment in an administrative role	✓		A
	Experience of working in a school environment		✓	A
	First Aid qualification (or willingness to work towards)	✓		A & C
	Demonstrable experience of completing a wide range of administrative tasks with accuracy and speed, including: <ul style="list-style-type: none"> <li>- Word and data processing,</li> <li>- Collation of information and production of reports</li> <li>- Managing spreadsheets</li> <li>- Prioritisation of workload</li> <li>- Filing</li> </ul>	✓ ✓ ✓ ✓	✓	A, I & T
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A & I
	Knowledge of School Management Information Software i.e. Arbor		✓	A & I
Personal and interpersonal	<b>Interacting and Presenting – Relating and Networking</b> Establishes good relationships with pupils, parents, staff and other stakeholders; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others	✓		I
	<b>Organising and Executing – Delivering Results &amp; Meeting Customer Expectations</b> Focuses on stakeholder needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals	✓		I
	<b>Creating and Conceptualising – Learning and Researching</b> Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation)	✓		I
	<b>Supporting and Co-operating – Working with People</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	<b>Adapting and Coping – Coping with Pressures and Setbacks</b> Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Maintains a positive outlook at work; Handles feedback well and learns from it	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

\* A = application, C = clearances, I = interview, T = task