



Administration Assistant

Person Specification

	Essential
Qualifications	<ul style="list-style-type: none"> • Good GCSE Maths and English pass (Grade 4 or above) or equivalent. • Excellent literacy and numeracy skills
Experience	<ul style="list-style-type: none"> • Experience working in a professional environment dealing with office procedures, preferably within an education setting, including the use of IT based systems • Experience in dealing with the public in a face to face role.
Skills / Abilities	<ul style="list-style-type: none"> • Well-developed interpersonal skills and the ability to work collaboratively as part of a team. • Show initiative and shares good practice. • Effective use of IT packages. • Competent use of administrative equipment / resources • Excellent written, oral and communication skills • An understanding of the requirements and demands of school administration
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one's time effectively • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities. • An approachable professional who responds well to and offers constructive advice • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these