



PERSON SPECIFICATION – Administrative Assistant

To be computer literate with a working knowledge of Microsoft Office package.	Essential
Knowledge and understanding of basic administration systems	Essential
Good organisational skills	Essential
Excellent communication skills, with the ability to communicate effectively with a diverse range of people.	Essential
Maths and English GCSE 'C' or equivalent	Essential
To maintain professional manner with both staff and students at all times.	Essential
Ability to plan, organise and prioritise workload to meet deadlines.	Essential
Understanding and commitment to safeguarding	Essential

Practical experience of working in a busy school office environment.	Desirable
Good knowledge and understanding of equal opportunities	Desirable
Ability to use own initiative and judgement	Desirable