

Person Specification:  
Administration Assistant (Secondary)  
Scale 3

	Essential	Desirable
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• be numerate and accurate</li> <li>• have excellent communication skills, both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>• English and Maths to GCSE or beyond</li> <li>• Specific secretarial or qualifications in administration</li> </ul>
<b>Experience</b>	<p>:</p> <ul style="list-style-type: none"> <li>• Have worked in a busy administration environment for a minimum of 2 years</li> <li>• Have experience of working successfully independently and as a member of a team</li> </ul>	<p>:</p> <ul style="list-style-type: none"> <li>• School administration experience</li> <li>• Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>• be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body</li> <li>• be able to establish and maintain good professional relationships with pupils, parents and colleagues</li> <li>• adopt a flexible approach to working</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• excellent administrative IT Skills</li> <li>• communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors;</li> <li>• promote a positive working environment;</li> <li>• be able to prioritise workloads; have excellent time management and organisational skills;</li> <li>• be able to work under pressure and meet deadlines</li> </ul>	

	<ul style="list-style-type: none"> <li>• produce accurate work, ensuring attention to detail</li> <li>• be able to use initiative</li> <li>• ability to deal sensitively and in confidence with a wide a range of issues</li> <li>• be confident in a wide range of computer software (eg word, excel, email and databases)</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of working with databases, school management databases in particular</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• punctual and reliable</li> <li>• approachable</li> <li>• organised and resourceful</li> <li>• committed</li> <li>• smart professional appearance</li> </ul>	
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• First Aid qualification or willingness to train</li> <li>• be willing to undergo an Enhanced DBS check</li> <li>• be willing to undergo a pre-employment health check</li> </ul>	