



**PERSON SPECIFICATION**  
**ADMINISTRATION ASSISTANT**

<b>KNOWLEDGE AND EXPERIENCE</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>DEMONSTRATED BY</b>
<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment</li> <li>• Experience of working in a school office environment</li> <li>• Experience of using management information systems</li> <li>• Experience of maintaining financial records</li> <li>• School Business Management / Administration qualification</li> <li>• GCSE or equivalent in Maths and English Grade C or above</li> </ul>	E D E E D E	Application Form/Interview
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to work under pressure</li> <li>• Ability to keep calm in difficult situations</li> <li>• Ability to communicate verbally and in writing with a range of people including parent/carers, staff, governors, visitors</li> <li>• Ability to undertake a variety of administrative functions ie filing, telephone enquiries, typing letters etc</li> <li>• Ability to use word processing, spreadsheet packages</li> <li>• Ability to work independently, prioritise workload, manage time effectively</li> <li>• Ability to work as part of a team</li> <li>• A willingness to be flexible</li> <li>• A commitment to the aims and objectives of the whole school and an understanding of how this post will contribute to fulfilling these aims</li> <li>• Willingness to learn new skills for professional development</li> <li>• An understanding of the practice of confidentiality in school</li> </ul>	E E  E  E E  E  E E	Application Form/Interview