

Administrative Assistant

Person specification



Essential	Desirable
Qualifications & Training	
<ul style="list-style-type: none"> Relevant NVQ2/GCSE including English and Maths grade C or equivalent qualification or experience. 	
Knowledge and Skills	
<ul style="list-style-type: none"> Able to demonstrate working knowledge of Microsoft Word and Excel and the use of standard office equipment Successful experience of working in an administrative role within a school office. Working knowledge and experience of SIMS packages. Familiar with the academic cycle within a school year Experience of Health & Safety regulations and risk assessments. Ability to effectively organise allocated work activities, work to tight deadlines and assist in the effective organisation of non-standard tasks and events. Proven organisation skills. Attention to details. Flexible approach to meet the needs of the school and support the Senior Office Administrator and Headteacher. Ability to use appropriate judgement to seek and clarify detail where appropriate. Ability to work independently to solve a range of problems relating to administrative processes. To be able to work accurately, under own initiative for short periods of time, and to work in an organised and flexible manner, and as part of a team. 	

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Essential	Desirable
<ul style="list-style-type: none">• Ability to plan workload throughout the month, to ensure tasks are completed in advance of deadlines.• Ability to analyse data and present summary information in a clear and concise format.• Ability to solve a range of problems by responding to varying circumstances, whilst working within standard procedures.	
Personal Qualities and Attributes	
<ul style="list-style-type: none">• Discreet and tactful• Good sense of humour• Projects a professional image for the school• Awareness of the need for confidentiality• Ability to work with a variety of different people• Excellent time management skills• Ability to work under pressure• Good interpersonal and communication skills	