

Administration Support Assistant – Person Specification

	Essential	Desirable	Measured by
Qualifications Training	<ul style="list-style-type: none"> Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications Commitment to training / health and safety legislation 	<ul style="list-style-type: none"> Further professional qualifications Evidence of related training Level 2 Business administration qualification or equivalent 	Application Form Qualification Check
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working in a team Experience in providing a high level of customer services Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails and faxes Experience in managing and maintaining spreadsheets and data analysis to present and interpret in a variety of formats for specific school requirements 	<ul style="list-style-type: none"> Experience of working within a school environment SIMS.NET 	Application Form Interview Practical Exercise
Skills and Ability	<ul style="list-style-type: none"> Ability to work in a challenging environment Ability to produce accurate work to tight deadlines Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate Ability to work flexibly across departments to support colleagues in order to meet whole school requirements Organised approach to work in relation to professional standards and competencies Advanced ICT skills with specific emphasis on spreadsheets and database usage Flexible approach to changing work tasks and prioritising to specific needs Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> Ability to manage own work effectively Safe working procedures i.e. manual handling Ability to work flexibly across whole school to meet requirements 	Application Form Interview Practical Exercise
Personal Qualities and Attitude	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people High level of emotional intelligence Friendly and outgoing Able and willing to establish good professional relationships Commitment to high standards Commitment to team work Willingness to learn On occasions to work evenings and weekends for special events 		Application Form Interview Practical Exercise