

Person Specification – L3 Administration Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	NVQ level 2/3 in Administration
Experience	The Administrative Assistant should have experience of: Working in an office environment	In addition, the Administrative Assistant might have experience of: working within education;
Knowledge and understanding	The Administrative Assistant should have knowledge and understanding of: the nature of the routine tasks that need to be completed on a daily basis; the extent of the role, and the versatility required to fulfil it; the roles and responsibilities of teachers; the computer systems available to organise educational records and school finance.	In addition, the Administrative Assistant might also have knowledge and understanding of: Sims database Agresso financial system
Skills	The Administrative Assistant will be able to: manage and prioritise workloads;	

	<p>communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way;</p> <p>provide a welcoming point of contact at all times for people who come to the school;</p> <p>make accurate judgements of situations, and refer these to other staff, if necessary;</p> <p>recognise the confidentiality of some kinds of information;</p> <p>take personal initiatives in liaison work within a team of teaching and non-teaching staff;</p> <p>work effectively and efficiently under pressure;</p> <p>undergo further administrative training, when appropriate.</p>	
Personal characteristics	<p>Adaptable</p> <p>Cool under pressure</p> <p>Excellent as an organiser</p> <p>Friendly</p> <p>Purposeful</p> <p>Resourceful</p>	