

Benedict Biscop CE Academy

Post of Admin Assistant - Person Specification and Criteria for Selection



Category	Essential	Desirable	Criteria Assessed
Application	<ul style="list-style-type: none"> Well-presented application form and supporting statement 		Application Form
Qualifications and knowledge	<ul style="list-style-type: none"> Good general education including GCSE (or equivalent) English and Maths Excellent oral and written communication skills Excellent level of IT skills, including Microsoft Office, email and database programs A working knowledge of an MIS system e.g. SIMS/Scholar Pack 	<ul style="list-style-type: none"> An understanding of the statutory requirements of legislation concerning schools. 	Application Form, certificates and interview
Experience	<ul style="list-style-type: none"> Previous experience of working in a busy office environment Experience of working with a variety of stakeholders e.g. pupils, parents, staff and governors Experience of handling money 	<ul style="list-style-type: none"> Experience of working in a school 	Application form and interview
Work related skills and competencies	<ul style="list-style-type: none"> Ability to undertake a range of office administration tasks Confidence in delivering accurate information, both oral and written, to a variety of audiences Good team-working, interpersonal and listening skills Ability to prioritise workloads; excellent time management and organisational skills in order to meet deadlines Ability to work independently 	<ul style="list-style-type: none"> Ability to encourage others to make the best use of their abilities Ability to liaise effectively with the senior management team Awareness of website and social media platforms used in marketing. 	Application form and interview
Personal and professional attributes	<ul style="list-style-type: none"> Supportive of the school's ethos and aims Caring attitude towards pupils and parents Ability to deal with confidential matters sensitively and discreetly Hardworking, energetic and enthusiastic A good health and attendance record 	<ul style="list-style-type: none"> Open-minded and creative, with an ability to use initiative and be innovative Willingness to contribute to Academy life 	Application form and interview
References	<ul style="list-style-type: none"> Fully supportive references Disclosure & Barring Service clearance 		References and DBS certificate