**Person Specification – Administration Support**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **APPLICATION** | * Completed application form and supporting covering letter * Fully supported by two references |  |
| **QUALIFICATIONS** | * 4 GCSEs A-C (or equivalent), including English and Maths |  |
| **EXPERIENCE** | * Experience of working in an office environment * Good people skills | * Experience of working in a school office environment * Receptionist experience |
| **PROFESSIONAL KNOWLEDGE, UNDERSTANDING & SKILLS** | * Be confident in the use of Microsoft Office programmes/Google Office * Able to gather information, analyse and use judgement * Manage conflicting demands and be able to problem solve successfully * Plan and prioritise workload * Possess excellent telephone manner | * Experience of working with school management programmes eg SIMS/FMS |
| **PERSONAL ATTRIBUTES** | * A willingness to learn and develop new skills * A willingness to support all staff within the school and be flexible * Caring attitude towards students and parents/carers * Possess well developed interpersonal skills and the ability to develop and maintain excellent relationships with pupils, staff and parents/carers * Ability to maintain confidentiality * Ability to present oneself as a role model to pupils in; speech, dress, behaviour, and attitude. * Able to work independently and as a team * Self-motivated, reliable, and hard working * Diplomatic & tactful | * Resilience |
| **SPECIAL REQUIREMENTS** | * Be willing to undergo an Enhanced Disclosure and Barring Service (DBS) check |  |