**SEAHAM HIGH SCHOOL**



**PERSONAL SPECIFICATION**

**Administration Assistant**

**Grade 2 (SCP 3-4) £18,065 - £18,426 pro-rata**

**Term time only – 37 hours pw**

**8.00am – 4.00pm Monday – Thursday**

**8.00am – 3.30pm Friday**

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| **Category** | **Essential** | **Desirable** | **Where Identified** |
| Qualifications | * At least 4 GCSE qualifications (A\* - C) including Maths & English * Good oral, written and numeracy skills | * NVQ or equivalent in administration * RSA Stage 2 Typing or word processing * CLAIT * ECDL | * Application Form |
| Experience | * Experience of working in busy school admin/office environment * Experience of SIMS * Experience of working as part of a team | * Experience of providing good customer services | * Application Form * Supporting letter * References |
| Professional Development | * Recent and relevant training | * Willingness to undertake further   professional development | * Application Form |
| Skills/Knowledge | * A professional and well organised approach to work * Excellent communication skills, both verbal and written * A good and knowledgeable understanding of how a school office operates * Good ICT skills with experience of Microsoft office * Good organisational and time management skills * Being able to prioritise workload * Ability to demonstrate team working skills * Being able to work under pressure to meet tight deadlines whilst maintaining quality standards * Capable of adapting and responding to whole school and technology changes * Ability to work independently * Ability to deal with various levels of emotional demands from staff and parents * Ability to maintain high levels of confidentiality |  | * Application Form * Supporting letter * References * Interview |
| Personal Attributes | * Resilience and perseverance * Reliability and commitment * Enthusiastic and self-motivated * Attention to detail * Ability to work flexibly and respond positively to change * Caring attitude to children, parents and colleagues * Ability to deal confidently and confidentially with sensitive issues * Be able to work in a profession manner with all stakeholders |  | * Application Form * Supporting letter * References * Interview |