**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
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| 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
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| Professional Development | * Recent and relevant training
 | * Willingness to undertake further

 professional development | * Application Form
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| 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
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| 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
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