

Person Specification

Administrative Assistant (N4)



The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Advanced knowledge of Microsoft applications with the ability to create, manipulate and up-date spreadsheets and databases.
- Effective keyboard skills.
- Ability to take notes at meetings and summarise in a meaningful way
- Excellent customer care skills, committed to providing a quality service to all our customers and confidence to deal with difficult people face to face or by phone
- Able to respond to enquiries and undertake initial screening for calls
- Previous administrative experience along with the skills and ability to undertake financial and numeric tasks accurately with attention to detail
- Able to demonstrate an organised, systematic and consistent way of working to meet strict deadlines, with the ability to use own initiative and deal with conflicting demands
- Self motivated team player
- Committed to respect the confidential nature of the school.
- Flexible approach to working.
- Committed to Equalities and Diversity

Desirable

- A relevant qualification in customer services/administration.
- Working knowledge of GDPR requirements.
- Able to demonstrate successful completion of relevant training/willingness to undertake further training or coaching as needed.
- Experience updating/maintaining website and/or corporate social media accounts.

Additional Requirements

- A satisfactory enhanced Disclosure and Barring Service Check with barred list information
- Satisfactory clearance of two references
- DBS Overseas Criminal Record check if you have worked or have been a resident outside of the UK within the last 5 years.
- Verification of identity
- Verification of right to work in the UK
- Satisfactory medical clearance
- Qualification checks

