



Administration Assistant Specification

Attributes	Criteria	Essential	Desirable	How Assessed
Qualifications	Excellent numeracy/literacy skills (Grade C or above GCSE Equivalent as a minimum)	✓		Application
	NVQ 3 in Business Admin or equivalent qualification in a relevant discipline	✓		
	First Aid		✓	
Experience and Skills	Developing, supervising and operating clerical / administrative / financial work	✓		Application Interview References
	Effective use of all Microsoft Office applications.	✓		
	Use of ICT including word processing and computerised accountancy systems e.g. SIMS, AGRESSO or equivalent	✓		
	Liaising with agencies/individuals by both verbal and written communication	✓		
	Positive customer relations	✓		
	Experience of working within a school environment		✓	
Personal Qualities	Ability to demonstrate enthusiasm and sensitivity whilst working with others	✓		Application Interview References
		✓		
	Ability to demonstrate a stimulating and innovative approach	✓		
		✓		
	Caring attitude towards pupils and parents	✓		
		✓		
	Flexibility and adaptability in order to be able to mix and work with a wide range of people	✓		
		✓		
	Have a positive attitude towards change	✓		
	A desire to play a full and active part in the life of the school	✓		Application Interview References
		✓		
	Organised and able to work under pressure	✓		
		✓		
	Highly motivated and proactive in using own initiative	✓		
	Ability to manage own workload whilst adhering to specific deadlines	✓		