

Person Specification

Administration Assistant



| | Essential | Desirable | MOA |
|---|-----------|-----------|-------|
| KNOWLEDGE/QUALIFICATIONS | | | |
| GCSE or equivalent in English and Maths at Grade C | ✓ | | A/C |
| A recognised and relevant vocational qualification (NVQ level 2) and/or equivalent practical work experience | | ✓ | A/I |
| Valid First Aid certificate, or willingness to attend First Aid training | ✓ | ✓ | A/I |
| EXPERIENCE | | | |
| Experience of undertaking a range of clerical duties | ✓ | | A/I/R |
| Working within a school and team environment | ✓ | | A/I |
| Experience of, or a willingness to learn, a range of computer applications | ✓ | | A/I |
| SKILLS | | | |
| Excellent communication skills, both verbal and written | ✓ | | A/I/R |
| Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met | ✓ | | A/I/R |
| Ability to produce accurate and up-to-date records and reports as required | ✓ | | A/I |
| Able to communicate effectively both orally and in writing with a wide range of people | ✓ | | A/I |
| Ability to work as part of a team | ✓ | | A/I |
| Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions | ✓ | | A/I |
| Ability to be well organised and accurate in all aspects of the role with the ability to prioritise | ✓ | | A/I |
| Ability to work well under pressure and to respect sensitive and confidential work | ✓ | | A/I/R |
| Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely | ✓ | | A/I/R |
| Ability to convey straightforward information, orally and in writing, to a wide range of audiences | ✓ | | A/I/R |
| Ability to demonstrate basic keyboard skills for accurate computer input and retrieval | ✓ | | A/I |
| BEHAVIOUR AND OTHER RELATED CHARACTERISTICS | | | |
| Diplomacy and discretion and the ability to appropriately manage confidential information | ✓ | | A/I |
| Proven ability to work as a team member to achieve goals in effective co-operation | ✓ | | A/I |
| To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives | ✓ | | A/I |
| Commitment to own personal development and learning | ✓ | | I |
| A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies | ✓ | | A/I |
| The ability to travel independently across the Trust | | ✓ | A/I |
| The post holder will require an enhanced DBS | ✓ | | C |