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|  |  |  | Inspired Multi Academy Trust logo |  |
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| **PERSON SPECIFICATION - ADMINISTRATION ASSISTANT - GRADE 1** |
| **Category** | **Criteria Number** | **Essential** | **Desirable**  | **Method of Assessment**  |
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|
| **Application**  | 1 | Well-presented application form and supporting statement |  | Application form |
| **Qualifications** | 2 | A-C pass GCSE English and Maths (or equivalent)  | CSBM or prepared to undertake relevant qualification | Application form/Certificates  |
| **Experience** | 3 | Good interpersonal skills and ability to work in a team |  | Application form/References/Interview |
| 4 | Good organisational and time management skills |   | Application form/References/Interview |
| 5 | Ability to provide administrative support for Head Teacher, School Business Manager and staff | Recent experience of a busy school office environment / reception | Application form/References/Interview |
| 6 | Adaptable in a busy environment | Cash handling experience | Application form/References/Interview |
| **Knowledge & Skills** | 7 | Can communicate effectively with a wide range of stakeholders Governors, staff, pupils, parents and in the wider community,  |  | Application form/References/Interview |
| 8 | Ability to create a friendly welcoming atmosphere for all visitors to the school and the school office  |  | Application form/References/Interview |
| **Administrative & IT skills** | 9 | Competent in using ICT packages including Word, Excel, Email and Internet  | Experience of using a SIMS database | Application form/References/Interview |
| 10 | Can demonstrate a strong sense of responsibility, professionalism and a positive demeanour |   | Application form/References/Interview |
| **Personal Attributes**  | 11 | Flexible, adaptable approach with regards to the wider activities of the Academy |   | Application form/References/Interview |
| **Other** | 12 | Commitment to promoting the overall vision and ethos of the Academy including equality of opportunity |  | Application form/References/Interview |
| 13 | Participation in training and continuing professional development (CPD) |   | Application form/References/Interview |