



Job Specification: Administration Assistant (Grade E)

Attributes	Criteria	Essential	Desirable	How Assessed
Qualifications	Excellent numeracy/literacy skills	✓		Application
	NVQ 3 in Business Admin or equivalent qualification in a relevant discipline	✓	✓	
	First Aid			
Experience and Skills	Developing, managing and operating clerical / administrative / financial work	✓		Application Interview References
	Effective use of all Microsoft Office applications.	✓		
	Use of ICT including word processing and data input packages/systems	✓		
	Liaising with agencies/individuals by both verbal and written communication	✓		
	Positive customer relations	✓		
	Managing budgets	✓		
	Managing staff		✓	
	Experience of working within a school environment		✓	
	SIMs/AGRESSO or equivalent computerised accounting systems		✓	
Personal Qualities	Ability to demonstrate enthusiasm and sensitivity whilst working with others	✓		Application Interview References
	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	✓		
	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	✓		

