Chilton Academy

Administrative Assistant

Person Specification

Category	Essential	Desirable	Method of Assessment
Qualifications	• GCSE Maths and English (Grades A – C)	• NVQ level 3 Business Administration • First Aid Certificate/Administering Medication in School Certificate	Application Form Certificates
Experience	• Working within an administration setting in a School • Experience of using school-based systems such as Arbor & ParentPay. • Experience of being an effective member of a team. • Experience of dealing with enquiries & concerns relating to safeguarding.	• Willingness to undertake further training.	Application Form Work related task Interview References
Skills and Knowledge	• Thorough knowledge of Microsoft Office • Organisational skills • Problem solving, negotiating and decision-making skills. • Ability to multi-task, manage time effectively and work to deadlines. • Excellent Literacy and Numeracy skills. • Knowledge of safeguarding.		Application Form Work related task Interview References
Personal Qualities	• Ability to listen sensitively and deal with people in a sympathetic and tactful way.		Work related task Interview

	• Professional, positive and flexible approach to work. • Ability to work to tight deadlines under pressure. • Confidentiality • Enthusiastic and self-motivated. • A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships.		References