Northern Education Trust
Post: Admin Assistant
PERSON SPECIFICATION

			Assessed by:	
No	**Categories**	**Essential / Desirable**	**App Form**	**Interview / Task**
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Evidence of continuous professional development and training	E	✓	
EXPERIENCE				
4.	Experience of working in a school environment	E	✓	✓
5.	Experience of working in an office environment	E	✓	✓
6.	Experience in an administrative position	E	✓	✓
7.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Excellent communication and listening skills	E	✓	✓
9.	Ability to respect and maintain confidentiality	E	✓	✓
10.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
11.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
12.	Efficient and effective organisational skills	E	✓	✓
13.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
14.	Ability to work effectively as part of a team, understanding Academy roles and	E	✓	✓

			Assessed by:	
No	**Categories**	**Essential / Desirable**	**App Form**	**Interview / Task**
	responsibilities and your own position within these			
PERSONAL QUALITIES				
15.	A strong commitment to the Trust values and ethos	E	✓	✓
16.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
17.	A flexible approach and strong work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.