

Administration Assistant PERSON SPECIFICATION

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. NVQ Level 3 Business Administration qualification or equivalent in a relevant subject to complement the role. Commitment to training / health and safety legislation /First Aid Certificate / Administrating Medication or willingness to undertake training. 	<ul style="list-style-type: none"> NVQ Level 4 Business Administration qualification or other recognised equivalent professional qualification to complement the role. First Aid qualification. 	A/Q/I
Experience	<ul style="list-style-type: none"> Collaborative working within a team Working independently Experience in general administrative work. 		A/I
Knowledge Understanding AND Technical Skills	<ul style="list-style-type: none"> To contribute effectively to deliver services in a manner that complies with regulatory requirements. Knowledge of relevant policies/standards/regulatory matters. Effective use of ICT including experience of Microsoft Office. Relate to and assist school staff at all levels. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> Knowledge of Child Protection and Health & Safety legislations and procedures 	A/I
Person Characteristics	<ul style="list-style-type: none"> Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently. Ability to relate well to students and staff. Ability to prioritise effectively. High professional and personal standards in both work and conduct. Strong personal drive and willingness to get things done. Good time management. Openness to learning and change. Effective written and oral communication skills Supportive, patient and non-judgemental Ability to make relationships easily with young people and adults. Ability to motivate students and engage them with their learning. Ability to defuse difficult situations. Ability to represent student needs to others. An enthusiastic approach to working with students. Ability to work flexibly and respond to developing needs. 		A/I

	<ul style="list-style-type: none">• Reliability and integrity.• Humour and resilience.		
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Measured by Key: A: Application form/letter Q: Qualification Check I: Interview