# Administration Support Clerk – Person Specification

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|  | **Essential** | **Desirable** | **Measured by** |
| Qualifications**Training** | * Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications
* Level 2 Business administration qualification or equivalent
* Commitment to training / health and safety legislation
 | * Further professional qualifications
* Evidence of related training
 | A/QA/QA/Q |
| Knowledge andExperience | **Work towards knowledge and experience*** Experience of working in a team
* Experience in providing a high level of customer services
* Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails and faxes
* Experience in managing and maintaining spreadsheets and data analysis to present and interpret in a variety of formats for specific school requirements
 | **Work towards knowledge and experience*** Experience of working within a school environment
* SIMS.NET
 | AIA/IA/IA/I/PE |
| **Skills and Ability** | * Ability to work in a challenging environment
* Ability to produce accurate work to tight deadlines
* Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate
* Ability to work flexibly across departments to support colleagues in order to meet whole school requirements
* Organised approach to work in relation to professional standards and competencies
* Advanced ICT skills with specific emphasis on spreadsheets and database usage
* Flexible approach to changing work tasks and prioritising to specific needs
* Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery
* Ability to maintain confidentiality at all times
 | * Ability to manage own work effectively
* Safe working procedures i.e. manual handling
* Ability to work flexibly across whole school to meet requirements
 | AA/IA/IAAA/IPEAA/IA/I |
| **Personal Qualities and Attitude** | * Committed to safeguarding and promoting the welfare of children and young people
* High level of emotional intelligence
* Friendly and outgoing
* Able and willing to establish good professional relationships
* Commitment to high standards
* Commitment to team work
* Willingness to learn
* On occasions to work evenings and weekends for special events
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Enhanced DBS Disclosure Key: A: Application Form I: Interview

 Q: Qualification Check PE: Practical Exercise

Proof of Right to work in the UK