

Person Spec - Administrative Assistant

Person Specification	Essential/Desirable
Qualifications & Training	
4 GCSE's passes including Maths and English at A-C/9-4	Essential
Experience	
Experience of using IT programs (Microsoft Office, Google)	Essential
Demonstrate an interest in administration support in a school office environment	Essential
Experience of working in an office or school environment	Desirable
Knowledge and Skills	
Commitment to attend appropriate training and achieve qualification	Essential
Good written and verbal communication skills	Essential
Effective time management and organisational skills	Essential
Personal Attributes	
Have a positive attitude to working with children and parents	Essential
Ability to take direction, work as part of a team and under own initiative	Essential
Have a flexible and cooperative attitude	Essential
Ability to conduct duties in a professional manner	Essential