

PERSON SPECIFICATION - Senior Administrative Assistant

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> GCSE English and Maths A* - C or equivalent qualification	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Qualification in Business Administration or something similar and relevant to the post	D	
<input type="checkbox"/> Exceptional Microsoft Office skills	E	
<input type="checkbox"/> Full driving licence	E	
<input type="checkbox"/> Willingness to undergo further training	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent Administrative skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of dealing with the public through the telephone and face to face contact	E	
<input type="checkbox"/> Superb 'customer care' and an excellent communicator	E	
<input type="checkbox"/> Experience of working within a school office or alternative administration environment	E	
<input type="checkbox"/> Excellent IT skills	E	
<input type="checkbox"/> Communicating with parents/carers/school governors/school leaders	D	
<input type="checkbox"/> Experience of using SIMS.net or similar data management system	E	
<input type="checkbox"/> A reliable and trustworthy person with excellent time-management skills	E	
<input type="checkbox"/> Experience of using various types of office machinery including, photocopiers, laminators and binding machines	E	
<input type="checkbox"/> Experience of managing a webpage and/or social media including, Facebook	D	
<input type="checkbox"/> Stock control	E	
Skills and Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent customer service skills and ability to relate well to children	E	Application form/Interview/
<input type="checkbox"/> Sensitive to the needs of children and their parents/carers	E	
<input type="checkbox"/> Ability to be discrete and understand the importance of complete confidentiality	E	

<input type="checkbox"/> Proven track record of working well under pressure, using own initiative, organising time and prioritising tasks	E	Task (if applicable)
<input type="checkbox"/> Strong organisation skills including verbal, listening and written. Strong editing and proofreading skills with attention to detail.	E	
<input type="checkbox"/> Ability to multi-task and prioritise; flexibility to adjust workload to meet deadlines, juggle multiple assignments and able to professionally handle numerous tasks simultaneously with interruptions and changing priorities	E	
<input type="checkbox"/> Strong typing and organisation skills and the ability to produce high-end quality work often under pressure with notification and quick turnaround timeframes	E	
<input type="checkbox"/> Punctual and reliable	E	
<input type="checkbox"/> Excellent project management skills; proactive in taking on assignments and responsibilities with a willingness to learn to contribute to the success of the team	E	
<input type="checkbox"/> Willingness to drive the school minibus (training would be provided)	D	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent attention to detail	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> A supportive and co-operative team member	E	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
<input type="checkbox"/> Standards driven	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	