

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"/> Good educational background which includes a good standard in English and Maths	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Exceptional Microsoft Office skills	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"/> Good standard of spoken English	E	
<input type="checkbox"/> Experience of working in a school office environment	D	
<input type="checkbox"/> Proficient in the use of SIMS.net	D	
<input type="checkbox"/> Experience of managing a webpage and/or social media including, Facebook	D	
<input type="checkbox"/> Stock control	D	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	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"/> Able to communicate effectively	E	
<input type="checkbox"/> Ability to prioritise workloads	E	
<input type="checkbox"/> Ability to self-motivate	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	