



**Administration Assistant  
Person Specification**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of general clerical work GCSE or equivalent in Maths and English (C or above)
	Knowledge of relevant policies and procedures	General understanding of the operation of a school and Trust
	Literacy	Good reading and writing skills
	Numeracy	Ability to undertake calculations
	ICT and Technology	Experience of Microsoft packages, including Word, Excel & Publisher Ability to use photocopier
<b>Communication</b>	Written	Ability to complete forms and compose business emails
	Verbal	Ability to exchange routine verbal information clearly in English with children and adults Confidence to contribute in meetings
	Languages	Able to seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues and suppliers
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Able to prioritise and manage workload
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions, contributing ideas to improve systems
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role