

Person Specification
School Office Admin & Wellbeing Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs including English and Maths High level of literacy and numeracy Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> Higher or further education / Admin management or Office management experience
Experience	<ul style="list-style-type: none"> Working with the general public 	<ul style="list-style-type: none"> Office experience Experience of education systems e.g. SIMS, FMS/ BROMCOM or similar
Knowledge and Skills	<ul style="list-style-type: none"> Proven ability to deal with a range of sensitive issues Ability to work as a member of the team, actively promote teamwork and lead by example Ability to act professionally and facilitate the resolution of any problems Ability to respond positively to and actively support the Headteacher and Senior Leadership Team Experience of managing workload and prioritising tasks Possess excellent communication skills and have the ability to help visitors and parents feel at ease 	
Personal Qualities	<ul style="list-style-type: none"> Commitment to high quality service delivery Able to maintain confidentiality in all circumstances Proactive approach to work being responsive, empathetic and supportive to all within the school Flexible to enable a responsive service at all times Hard working and enthusiastic presenting a professional manner at all times Self-motivated Possess a sense of humour 	