**Admin Assistant - Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE or O-level in Mathematics and English * Word processing | * A-Levels |
| **Professional Experience / Knowledge** | * Experience of Word, Excel and Publisher * Accurate record keeping | * Experience of Bromcom/MIS * Experience of working in a busy school office * Receptionist / front of house experience |
| **Professional Skills** | * Excellent interpersonal and oral/written skills * Ability to work as part of a team * Ability to prioritise and work under pressure * Ability to meet deadlines * Experience of working in a busy office environment * Data input skills * Excellent ICT skills * Analytical skills |  |
| **Personal Qualities** | * Ability to make relationships easily with children and adults * Self-motivation and personal drive to complete tasks to the required timescales and quality standards * Tact and diplomacy in all interpersonal relationships with pupils and colleagues at work * Able to work on own initiative * Reliability and integrity * Humour and resilience * Personal commitment to continuous self-development through self-evaluation and learning from others * Commitment to school improvement * Ability to go the extra mile to ensure that the school achieves a standard of excellence |  |