**Admin Assistant - Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE or O-level in Mathematics and English
* Word processing
 | * A-Levels
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| **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
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| **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
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| **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
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