



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**PERSON SPECIFICATION**

**Billericay Teaching School Alliance – Administrative Support (Temporary)**

Category	Essential	Desirable
Application	<ul style="list-style-type: none"><li>Well completed application with reference to the job description</li></ul>	
Qualifications	<ul style="list-style-type: none"><li>GCSE A-C or equivalent in Maths</li><li>GCSE A-C or equivalent in English</li></ul>	
Experience	<ul style="list-style-type: none"><li>Experience working in a busy environment to tight and often short deadlines</li><li>Experience multitasking and working flexibly</li></ul>	<ul style="list-style-type: none"><li>Experience working in a school</li></ul>
Skills & knowledge	<ul style="list-style-type: none"><li>A good level of computer skills, including word, excel, outlook.</li><li>Excellent organisation skills and ability to prioritise workload.</li><li>Excellent interpersonal and communication skills.</li><li>Ability to work independently and as part of a team.</li><li>Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality.</li><li>A good knowledge of common social media platforms</li></ul>	
Personal Attributes	<ul style="list-style-type: none"><li>Friendly accommodating manner, demonstrating a 'can do' attitude.</li></ul>	