

**GENERAL ADMINISTRATION SUPPORT ASSISTANT
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English and maths at Grade 4/ C (or equivalent) • First Aid (or willingness to undergo training) 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Working with children • Administrative work within a busy setting • 	<ul style="list-style-type: none"> •
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the Trust • Ability to work as part of a team 	<ul style="list-style-type: none"> • Experience of working within a school environment •
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working