



PERSON SPECIFICATION

Post: Administrative Assistant

	Essential	Desirable
Qualifications		
Good written English and Maths: GCSE grade 5 minimum or above/O Level pass C or above or equivalent	x	
Experience		
Previous experience of working in an office environment	x	
Proven experience of dealing with people, whether in person or over the telephone to the required high standards of service	x	
Competent on Bromcom or similar MIS	x	
Experience of working within an educational environment		x
Professional Knowledge and Understanding		
Competent on Bromcom or similar MIS		x
Excellent ICT Skills, including proficiency in MS Word, Excel and Databases	x	
Excellent attention to detail	x	
Effective communication and interpersonal skills	x	
Ability to build effective working relationships with staff and other stakeholders	x	
Understanding of data protection and confidentiality	x	
Skills and Abilities		
Good organisational skills	x	
Ability to learn new skills and processes quickly	x	
Able to use own initiative and be proactive	x	
Ability to work to a high level of accuracy and presentation	x	
Excellent verbal and written communication skills	x	
Ability to relate well to children and adults	x	
Understand the need for confidentiality and discretion	x	
Has a high level of focus to cope in a busy environment	x	
Personal Qualities		
Friendly and approachable	x	
Be flexible and open to new ideas and challenges	x	
Be a strong team player	x	
To have respect for children and their needs	x	