

PERSON SPECIFICATION

Post Title: Admin Assistant

	Essential Criteria	Desirable Criteria
Knowledge & Experience	- A basic knowledge of the work of a school. - Experience of undertaking a range of clerical duties. - Experience of, or willingness to learn, a range of computer applications including Word, Excel, PowerPoint.	- 3+ years working in a secondary school environment - 3+ years working in Admin - Experience of working with SIMS
Skills & Abilities	- Ability to work in an organised and methodical manner. - Ability to convey information clearly & accurately. - Ability to maintain efficient record keeping systems. - Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc. - Ability to take personal responsibility for organising day to day targets. - Ability to demonstrate confident keyboard skills for accurate computer input and retrieval. - Ability to work professionally as part of a team. - Ability to work in a discreet and sensitive manner. - A general level of fitness to support movement around and between sites	- Experience of working to deadlines and prioritising workload - Strong computer skills - Experience of website and social media work
Personal Qualities	- Ability to demonstrate commitment to Equal Opportunities. - Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.	