

Administration Assistant

PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
Skills/Abilities		
Ability to manage a demanding workload and a variety of administrative tasks with varying deadlines		
Ability to build positive relationships with parents and other stakeholders		
Good communication skills, able to clarify and explain instructions verbally and in writing		
Able to self-manage as well as work in a team		
Professionally discrete and able to respect confidentiality		
Effective use of ICT		
Ability to work with data		
Able to contribute to wider school initiatives		
Knowledge and Understanding		
Awareness of the difficulties and barriers some students can face in education		
Awareness of safeguarding and child protection practices		
Experience		
Previous experience of using MS Office (Excel, Word) in a busy office setting		
Previous experience of the demands of a busy office environment		
Previous experience of working with Sims or other school databases, parental communication tools (Schoolcomms)		
Previous experience of desk top publishing		
Qualifications		
Business Administration qualification		
Attributes		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people		
A pro-active approach to dealing with issues		
The ability to remain calm under pressure		