

**Person Specification for Part-time Administration Assistant**

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| **Factors** | **Essential Criteria** | **Desirable Criteria** | **Assessed By** |
| **Education & Qualifications** | A minimum of 4 GCSE qualifications grade A-C (or equivalent) including English and maths | GCSE ICT  NVQ Level 2 Business Administration or Customer Services | Application Form  Certificates |
| **Experience** | Experience of working in an office environment providing general clerical/administrative support  Experience of using Management Information Systems | Experience of working in a school/educational establishment.  Experience of using SIMS and ParentPay | Application Form  References  Application Form |
| **Knowledge, Skills & Attributes**  **Knowledge, Skills & Attributes** | The successful candidate should be able to:   * Work to a high level of accuracy * Have good keyboard skills * Manage a number of tasks concurrently * Work confidentially and to treat issues with sensitivity * Have excellent verbal and written communication skills * Keep clear and accurate records * Have excellent organisational skills * Work as part of a team * Work on own initiative * Be willing to develop a good understanding of Safeguarding Children and all relevant policies and procedures * Be reliable, enthusiastic and flexible * Be able to remain calm under pressure and meet deadlines * Be willing to participate in training and development * Be patient and have a good sense of humour * Be fully supportive of the school’s Christian ethos and culture |  | Application Form/Task  Task  Application Form  Application Form/Interview  Application Form/Task  Application Form/Task  Application Form/Task  Application Form  Application Form  Application Form/Interview  Application Form/References  Application Form/References  Application Form  Application Form  Application Form |