

**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 ICTNVQ Level 2 Business Administration or Customer Services | Application FormCertificates |
| **Experience** | Experience of working in an office environment providing general clerical/administrative supportExperience of using Management Information Systems | Experience of working in a school/educational establishment.Experience of using SIMS and ParentPay | Application FormReferencesApplication 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
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