

Person Specification: Admin Assistant

	Essential	Desirable	Method of Assessment
Attainments (Knowledge)	<p>Good level of literacy and numeracy (English & Maths GCSE A-C, or equivalent).</p> <p>Good knowledge and experience of Microsoft Office.</p> <p>Ability to following filing conventions.</p>	<p>First Aid qualified.</p> <p>Finance experience.</p> <p>Experience of SIMS package.</p>	Application Form & Certificates
Intelligence (Experience)	<p>Experience of dealing with confidential information.</p> <p>Professional telephone manner.</p>	<p>Experience of working in a school.</p> <p>Experience of using shorthand and touch-typing.</p> <p>Previous Admin experience.</p>	Application Form & Interview
Special Aptitudes (Ability)	<p>Ability to relate well to both adults and children.</p> <p>A positive 'can-do' attitude.</p> <p>Ability to work to deadlines and remain calm under pressure.</p> <p>Ability to manage a variety of ongoing tasks.</p>	A flexible approach to working.	Application Form & Interview
Disposition (Personal Qualities)	<p>Smart professional appearance.</p> <p>Strong communication and interpersonal skills.</p> <p>Ability to work with adults and children.</p>	Experience of working in a school/with children.	Interview