

Person Specification

Post Title: Admin Assistant

		Essential	Desirable
Qualifications	GCSE Maths & English – Grade C or above	✓	
	Relevant Level 4 or above qualification		✓
	First Aid and/or Mental Health First Aid Qualification		✓
	Full UK Driving licence		✓
Experience	Experience of working within a school or educational establishment with children and young people		✓
	Experience of working within a busy office environment		✓
	Experience of dealing with sensitive & confidential with discretion	✓	
	Experience of using SIMS packages		✓
Skills & Knowledge	Experience of using a variety of ICT packages	✓	
	Knowledge of Safeguarding		✓
	Excellent verbal and written communication skills	✓	
	Excellent organisational skills	✓	
	Understanding of GDPR	✓	
Personal Qualities	Ability to dynamically risk assess situations	✓	
	Ability to work as part of a team	✓	
	Flexibility to meet the needs of the school	✓	
	Self-motivated with ability to manage own workload and work with minimal supervision	✓	
	Team player, with ability to build relationships with a wide variety of stakeholders	✓	
	Ability to prioritise and manage conflicting demands	✓	