# Administration Assistant

## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>INITIAL QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE Grade C or above in English and Maths</td>
<td>NVQ Level 3</td>
<td>RSA Typing stage II or equivalent</td>
</tr>
</tbody>
</table>

## KNOWLEDGE AND EXPERIENCE

- Experience of general administration.
- Ability to work effectively under pressure
- Meet deadlines.
- Pleasant, confident telephone manner.
- Confident use of a range of software, including Microsoft Word / Excel.
- Understanding of the principles with regard to safeguarding children.
- Experience of using database applications including Arbor/CMIS.
- Work in an Educational setting

## SKILLS AND PERSONAL QUALITIES

- Ability to work as part of a team.
- Ability to work using own initiative.
- Good organisational skills.
- Able to communicate effectively and accurately both verbally and in writing.
- The ability and willingness to be flexible.
- Ability to maintain confidentiality when dealing with personal data.
- Knowledge of mail merge.

## TRAINING

- Willingness to undertake relevant training.

**NB references will be used to support the selection panel’s assessment.**