



Person specification Administration Assistant

	Essential	Desirable
Qualifications	GCSE / 'O' Level – English & Maths	Some ICT qualification First Aid at work
Experience	Good office skills Use of Microsoft Office – Word & Excel	Working with Data Working within a School office environment
Personal Qualities	Ability to work to deadlines Good interpersonal skills Confidentiality Excellent time management Ability to work independently and as part of a team	Self motivated
Professional Development	First Aid training / updates will be given Able to undertake training on School Management Information system (CMIS)	Willingness to explore/embrace new ideas
Knowledge, skills and abilities	Microsoft Office, particularly Word, Excel & Outlook Internet	
Health	The stamina, physical and mental, to meet in full the demands, stresses and challenges of working in a school Good attendance record	
References	Unequivocal in their support offering evidence of appropriate professional and personal qualities	