



Person specification administration assistant

| | Essential | Desirable | How Identified |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Qualifications and Training | 1. Good general education | | 1. Application form/letter |
| Experience | 1. Evidence of providing clerical support to a team of people 2. Experience of dealing with cash transactions 3. Experience of raising, delivering and processing payments for requisitions 4. Experience of providing good customer service, which may involve contact with challenging situations 5. Experience of providing detailed information to stakeholders | 1. Proven experience of working in a school office environment | 1.-6. Application form/letter 1.-6. References 1.-6. Interview |
| Skills, Knowledge and Aptitudes | 1. Evidence of keyboard skills including word processing, spreadsheets and databases. 2. Good literacy, numeracy and customer service skills 3. Good organisational and time management skills 4. Ability to organise information and produce accurate reports / data 5. Ability to work flexibly to meet deadlines | 6. Knowledge of school information and financial systems e.g. SIMS, AGRESSO or equivalent | 1.-6. Application form/letter 1.-6. References 1.-6. Interview |
| Personal qualities | 1. Willingness to learn 2. Ability to initiate developments 3. Capacity to work intensively / flexibly when required 4. Embraces change well 5. Deals with difficult situations effectively 6. An understanding of issues of confidentiality 7. Able to develop effective working relationships 8. Empathy with the school ethos | | 1.-9. Application form/letter 1.-9. References 1.-9. Interview |