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**Admin Assistant – Person Specification**

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| **Criteria** |  | **Essential** | **Desirable** |
| **Experience** | Minimum of 2 years’ experience working in a school office environment | x |  |
| Proven experience of a range of administrative functions | x |  |
| Experience of using ParentMail & Evolve Meal ordering system |  | x |
| Experience of pupil attendance management | x |  |
| Experience of Microsoft Office including Word and Excel | x |  |
| Experience of preparing reports, policies, minutes and general correspondence | x |  |
| Experience of using SIMs |  | x |
| **Skills and aptitudes** | Excellent communication and interpersonal skills | x |  |
| Demonstrate energy, enthusiasm and self-motivation | x |  |
| A positive approach to challenges, which seeks solutions to problems and addresses difficulties | x |  |
| Open-minded and receptive to new ideas | x |  |
| Operate calmly and effectively under pressure | x |  |
| Work effectively as part of a team | x |  |
| Ability to prioritise and organise tasks | x |  |
| Ability to plan, organise, prioritise work and meet tight deadlines | x |  |
| Ability to be flexible and to adapt to changing and challenging circumstances | x |  |
| High level of personal and professional commitment | x |  |
| Able to act with confidentiality, tact and discretion | x |  |
| **Other requirements** | Commitment to the aims and ethos of the school | x |  |
| Strict adherence to security requirements re: Child Protection and Data Protection regulations | x |  |