

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

Administrative Support Assistant - Person Specification				
ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
SKILLS, KNOWLEDGE AND APTITUDE	• Excellent communication skills both written and verbal	✓		A / I / R
	• Ability to prioritise workload	✓		A / I / R
	• Accurate record keeping	✓		A / I / R
	• Be able to write clear and concise reports	✓		A / I / R
	• Knowledge of Microsoft Office applications	✓		A / I / R / T
	• Experience of SIMS			✓
QUALIFICATIONS AND TRAINING	• Good standard of general education including GCSE English & Maths grade C or above (or equivalent)	✓		A
	• Willingness to embrace personal development and undertake specific training	✓		A
EXPERIENCE	• Sound organisational skills	✓		A / I / R
	• Good standard of computer literacy	✓		A / I / R / T
	• Experience of working in an educational setting or with young people		✓	A / I / R
ADDITIONAL FACTORS	• Patience and understanding of issues related to young people	✓		A / I
	• Ability to communicate confidently at all levels from students to senior leaders	✓		A / I
	• Flexible approach to work	✓		A / I
	• Willingness to participate in evening events as required e.g. open evenings		✓	

Key:

A = Application

R = Reference

I = Interview

T = Task