

## PERSONNEL SPECIFICATION

**Administrative Assistant**

**Grade: Scale 2**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>KNOWLEDGE &amp; SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)</b>	Qualifications in literacy and numeracy (A-C grade GCSE or equivalent)  Competent in the use of Microsoft Office  Excellent organisational and communication skills  Effective time management skills.	Experience of working on educational office software – SIMS and FMS6  Financial qualification	Application Form References Interview Certificates
<b>PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING</b>	To attend training and meetings outside of term time if required  Commitment to ongoing personal development		Application Form Interview Certificates
<b>EXPERIENCE</b>	Demonstrable experience of working in an office environment	Previous experience of working within a school office	Application Form Interview
<b>INITIATIVE</b>	Ability to be flexible and work as part of a team  Ability to work well under pressure  Ability to maintain confidentiality  Ability to work on own initiative		Application Form Interview
<b>CIRCUMSTANCES</b>	Able to attend staff training and/or meetings outside of contracted hours.	A flexible attitude to the needs of the office so that tasks are completed	Application Form Interview