

Administration Assistant Person Specification

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|  CRITERIA | ESSENTIAL  | DESIRABLE | METHOD OF ASSESSMENT |
| **Qualifications**   | GCSE Equivalent Grade C or above inMaths EnglishHigh standard of communication skillsICT Literate. | Evidence of recent training | Application Form |
| **Experience**  | Experience of working in a busy office environmentExperience working with the general public.Experience of working with money/budgets. | Experience of working in a similar post preferably in a school environment.Knowledge of SIMSExperience of EYFS fundingExperience of Clerking or minute takingAn understanding of the Schools admissions process. | Application FormLetter of ApplicationInterview |
| **Skills and Aptitudes** | Committed to providing the best for children Ability to work closely as a member of a team Ability to multi task to a high standard.Understanding sensitive situations and the requirements of a confidential environment |   | InterviewLetter of Application |
| **Other Requirements** | Adaptability Sense of humour Reliability Flexibility HonestDiscreet |   | InterviewLetter of Application |