

Administration Assistant Person Specification

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| CRITERIA | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| **Qualifications** | GCSE Equivalent Grade C or above in  Maths  English  High standard of communication skills  ICT Literate. | Evidence of recent training | Application Form |
| **Experience** | Experience of working in a busy office environment  Experience 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 SIMS  Experience of EYFS funding  Experience of Clerking or minute taking  An understanding of the Schools admissions process. | Application Form  Letter of Application  Interview |
| **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 |  | Interview  Letter of Application |
| **Other Requirements** | Adaptability  Sense of humour  Reliability  Flexibility  Honest  Discreet |  | Interview  Letter of Application |