

Acresfield Academy

**Person Specification
Part-Time Administrative Assistant**

| | Essential | Desirable |
|--------------------------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) • Entitled to live and work in UK | <ul style="list-style-type: none"> • NVQ level 2/3 in Administration or other secretarial qualification • First Aid qualification |
| Experience | <ul style="list-style-type: none"> • working in a busy office environment | <ul style="list-style-type: none"> • working within education |
| Knowledge & Understanding | <ul style="list-style-type: none"> • Good knowledge of and confident using Word and Excel | <ul style="list-style-type: none"> • experience of MS office programs with an aptitude for new IT applications • a knowledge of Arbor |
| Skills | <ul style="list-style-type: none"> • communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way • recognise the confidentiality of some kinds of information • work effectively and efficiently under pressure • good oral and written communication skills • problem-solver with a 'can-do' approach | |
| Personal characteristics | <ul style="list-style-type: none"> • Adaptable • Purposeful and resourceful • Excellent communication skills • Flexible & team player • Ability to keep calm and focussed in pressurised situations • Enthusiastic | |