

GARTH HILL COLLEGE

PERSON SPECIFICATION

JOB TITLE: ADMINISTRATION ASSISTANT	DEPT: ADMINISTRATION
REPORTS TO: ADMINISTRATION MANAGER	SCALE: BGJ 4-6

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	Business, secretarial, word processing qualification. NVQ 2/3 or equivalent qualification or experience. Good literacy and numeracy. Good keyboard skills. Computer literacy, good working knowledge of MS Office.	
Competence Summary (Knowledge, abilities, skills, experience)	Good experience of office and administrative practice. Able to listen and record information accurately. Good communication skills both verbally and in writing with young people and adults. Good understanding of and ability to use relevant technology, equipment and ICT packages. Able to work constructively as part of a team and work on own initiative. Able to plan, organise, prioritise and work to completing deadlines. Understanding of and commitment to the requirements of safeguarding children and young people.	Experience of working in a learning environment. Knowledge of SIMS. First aid experience.
Work-related Personal Requirements	Committed to equality of opportunity.	

	Ability to maintain strict confidentiality of information received and processed as part of the job role. Able to remain calm and patient under pressure. A satisfactory enhanced Criminal Records Bureau Disclosure.	
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