

Person Specification- Admin Assistant

Factors	Essential	Desirable	Assessment Method
Qualifications	Completion of secondary education to GCSE level with a strong command of written and oral English and Maths	Relevant qualifications and training	Original Certificates at interview
Training	Strong IT skills including MS Office (Word, Excel, Teams, Publisher) Evidence of relevant professional development	Experience of using school admin software such as Arbor, Access Relevant CPD in an educational setting.	Application form Interview
Experience	Previous successful experience of working within a busy office environment.	Experience in an educational environment or similar	Application form & Interview
Knowledge and skills	Experience of effective, collaborative team work Able to follow instructions and to develop clear, logical and self guided approaches to work. Demonstrates careful attention to detail with an eye for accuracy and quality. Completing tasks to a high standard. Experience of desk top publishing to make newsletters, posters, training booklets	Experience of accurately updating information on databases Experience of finance software or similar packages Placing and receiving orders Experience of preparing documents for EHCP Reviews Ability to use Communicate in Print symbol software	Application form Interview Tasks
Personal qualities	Highly developed communication and interpersonal skills on the phone, in person and via email. Working with integrity, honesty, loyalty and fairness, managing information with care and discretion Must be a reliable timekeeper and have an excellent attendance record Ability to work in a busy environment, to meet deadlines. Highly organised Able to interact appropriately with pupils, staff, families and visitors to Samuel Pepys School	An innovative and creative thinker Understanding of promoting positive relationships with the wider school community	Application form Interview Tasks