



**PERSON SPECIFICATION – Administration Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Secretarial Skills</b>	<ul style="list-style-type: none"> <li>• Competency with Microsoft Office</li> <li>• Good numeracy and literacy skills</li> <li>• Good understanding and ability to use relevant technology (e.g. photocopier)</li> <li>• Keyboard/computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with spreadsheets (Excel)</li> <li>• Experience of working within a school</li> <li>• Experience of general clerical/administrative work</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Equivalent of 4 GCSE grade C or above, inc English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Further job-specific training or qualifications</li> </ul>
<b>Abilities and personal qualities</b>	<ul style="list-style-type: none"> <li>• Good record-keeping skills.</li> <li>• Ability to manage time effectively and prioritise task</li> <li>• Ability to demonstrate a flexible and adaptable approach to work</li> <li>• Ability to be a good ‘team player’, including working co-operatively with other staff and governors</li> <li>• Good communication skills with both adults and children including a good telephone manner</li> <li>• Ability to deal with difficult situations in a calm and efficient manner</li> <li>• Able to understand and maintain the Christian ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>• A sense of humour</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend OCC training courses relevant to the position – including manual handling in line with school policy</li> </ul>	
<b>Pupil Care</b>	<ul style="list-style-type: none"> <li>• Willingness to administer any medicines as necessary</li> <li>• Aware of Health and Safety issues of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• Experience of working with children in a voluntary or professional capacity</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Ability to receive and process confidential information appropriately</li> <li>• Ability to maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of GDPR</li> </ul>

These requirements will be assessed through a combination of the application form, references, documentary evidence and an interview.