



Person Specification for the post of Administrative Assistant

The Administrative Assistant should have:

1) Education and Training:

1) Minimum of 5 GCSE's Grade C or above, including English and Mathematics or equivalent.
2) OCR Text Processing (Business Professional) Level 1 or equivalent.

2) Relevant Experience:

1) Minimum of 2 years general administrative/clerical experience
2) Practical experience in a customer services environment.

3) Aptitude and Skills:

1) Good communication, interpersonal, organisational skills
2) Ability to receive, record and relay information/messages accurately
3) Knowledge of filing system management
4) Ability to prioritise workload
5) Hold or be willing to undertake a First Aid qualification

4) Personal Qualities to include:

1) to be able to contribute to the Christian ethos in the School
2) to be reliable and conscientious
3) a desire and ability to learn new skills
4) perseverance and resilience
5) the ability to work as part of a team or on own initiative
6) a flexible approach to work