



PERSON SPECIFICATION FOR ADMINISTRATION ASSISTANT

CATEGORY	Essential	Desirable	Evidence From:
QUALIFICATIONS			
GCSE English (or equivalent) GCSE Maths ECDL SIMS	√	√ √ √	Application form and certificates
EXPERIENCE			
IT Skills in Microsoft Office/Excel or similar Previous experience of working with young people Previous experience of working in a school	√	√ √	Application form and interview
SKILLS			
Good interpersonal and communication skills Good telephone manner Nurate Ability to take minutes Ability to organise and prioritise Ability to maintain resilience, understanding and positive thinking when working with challenging pupils Ability to use initiative Clean driving license and access to own vehicle	√ √ √ √ √ √ √	√	Application form and interview
QUALITIES			
Sense of humour Ability to be an active and full member of a team Commitment to staff development	√ √ √		Interview
APTITUDE			
Empathy for young people	√		Interview

High Expectations – High Achievement