# JOB SPECIFICATION – ADMINISTRATIVE ASSISTANT

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|  | Essential | Desirable |
| QUALIFICATIONS | * GCSE Maths and English (Grade C or above)
 | * A current First aid at Work certificate
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| EXPERIENCE | * Relevant experience of office work
* Providing administration support to Leadership Team
 | * Experience of administration within a school environment.
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| Confidentiality | * The postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality.
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| KNOWLEDGE | * Knowledge of and ability to use Microsoft Office Systems including word and excel.
* Experience of managing a varied workload.
* Ability to manage and resolve questions or queries from staff, children and families.
 | * Experience of developing and maintain contacts with external agencies.
* Experience of working with SIMs, and ParentMail.
* Experience of managing a website.
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|  SKILLS AND ABILITIES | * Excellent keyboard skills
* Ability to use discretion
* Excellent personal organisation skills
* Excellent communication skills
* Good telephone manner
* Caring and compassionate to the needs of all children
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| OTHER REQUIREMENTS | * A warm and welcoming manner.
* Commitment to excellent educational standards
* Patience
* Flexibility
* Adaptable and reliable
* A positive and enthusiastic outlook.
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