# 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 |
| EXPERIENCE | * Relevant experience of office work * Providing administration support to Leadership Team | * Experience of administration within a school environment. |
| Confidentiality | * The postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality. |  |
| 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. |
| 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 |  |
| OTHER REQUIREMENTS | * A warm and welcoming manner. * Commitment to excellent educational standards * Patience * Flexibility * Adaptable and reliable * A positive and enthusiastic outlook. |  |