

PERSON SPECIFICATION

Post Title: Administrative Assistant

Qualifications and Experience	Essential / Desirable
<ul style="list-style-type: none"> • Educated to NVQ Level 3 or equivalent • Evidence of successful secretarial and administrative experience • Experience of operating school data bases • Experience of using FMS • Experience of admission processes within a school setting 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent interpersonal skills, ability to communicate in a confident and professional manner • Able to work alone or in a team, able to use initiative • Excellent administrative and IT skills including the use of Microsoft Office • Excellent telephone manner • Excellent written and oral communication skills • Excellent organisational skills • User of SIMS Management Information System 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Other Attributes	
<ul style="list-style-type: none"> • Ability to see projects through to successful completion • Proactive, flexible and adaptable • Punctual and conscientious • Excellent attention to detail and accuracy • Discretion, tact and confidentiality at all times • Good time management and the ability to prioritise workload • Able to work to deadlines and produce accurate results • A sense of proportion and humour • Resilient with a can do attitude 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>