

## PERSON SPECIFICATION

### Post Title: Administrative Assistant

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