

INSPIRE ACADEMY

Person Specification

Job Title: Administration Assistant

Grade: C1

Hours: 37 hours per week, 41 working weeks per year

Reports to: Senior HR & SLT Administrator

1. Qualifications / Training

- A good standard of general education – a minimum of 5 GCSE's grade A-C including English and Mathematics.
- ICT-related qualifications would be advantageous.
- Qualification in First Aid (or a willingness to undertake a 3-day First Aid at Work course with St John Ambulance upon appointment).

2. Knowledge / Skills

- Advanced working knowledge of Microsoft applications.
- Ability to communicate effectively and confidently, both orally and in writing with a range of stakeholders.
- Ability to complete work to a high standard of accuracy and presentation.
- A working knowledge of school systems (e.g. SIMS) would be advantageous.
- Recognise the need to maintain confidentiality in all aspects of work in accordance with GDPR legislation.

3. Experience

- A minimum of 2 years' experience of working in a busy office environment.

4. Personal Qualities

- Ability to work using own initiative and to tight deadlines.
- Ability to show resilience and focus in pressurised situations.
- Excellent organisational skills.
- Ability to pay close attention to detail to ensure accuracy.
- Confident and articulate telephone manner.
- Ability to work constructively and flexibly as part of a team.
- Committed to safeguarding and promoting the welfare of children and young people.
- Ability to deal with all stakeholders in a positive and professional manner, which promotes a positive image in line with our Academy's vision and ethos.