



PERSON SPECIFICATION Office Support Assistant		
		Essential (E) or Desirable (D)
Education & Training	<ul style="list-style-type: none"> GCSE/O level English and Maths pass or an equivalent relevant Level 2 qualification (e.g. Business Administration or Customer Services) 	E
Experience	<ul style="list-style-type: none"> Experience of working in an office environment in an Admin or Customer Service role Confident use of computer – including Word, Excel and Google. Previous office work within a school environment 	E E D
Knowledge & Skills	<ul style="list-style-type: none"> Ability to deal calmly, tactfully and effectively with staff, visitors and pupils. High Level of Customer Service Ability to convey information clearly and accurately verbally and in writing. Ability to plan and take responsibility for organising day to day workload. Facility to work in an organised/methodical manner. Able to use own initiative to solve problems and respond proactively to unexpected situations. Demonstrate an understanding of confidentiality and child protection issues within a school setting Knowledge of school management information systems. 	E E E E E D
Other	<ul style="list-style-type: none"> Qualified First Aider 	D