**Person Specification:**

**Student Support Assistant & Office Administrator**

**Qualifications:**

* GCSE (or equivalent) grade C/5 or above on English and Mathematics

**Experience:**

* Previous experience using a schools’ management information system, ideally Arbor would be advantageous.

**Skills and Abilities:**

* Calm and flexible approach
* Excellent time management, interpersonal and communication skills (written and verbal)
* Able to deal with sensitive and confidential issues objectively
* Experience of dealing with external agencies including social workers would be an advantage
* Excellent working knowledge of MS Office