**Goldwyn School**

**Person Specification:** Administrative Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | A\*-C GCSE Maths and English or equivalent |
| **EXPERIENCE** | * At least 2 years’ experience in an administration role
* Previous experience of reception work or working in a customer service role
* Experience of working in a similar role in a school or local government setting (desirable)
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| **SKILLS AND ABILITIES** | * Excellent literacy and numeracy skills
* Excellent IT knowledge including word and Excel, Outlook
* Excellent organisational skills
* Ability to organise and prioritise workload to achieve deadlines
* Ability to communicate effectively and in a courteous manner, in person and over the telephone with a range of stakeholders and parents
* Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information
* Ability to investigate queries and anomalies when required
* Ability to operate computerised and manual filing systems and to make improvements where necessary
* Ability to take accurate notes and produce typed minutes of meetings in a timely manner
* Ability to work independently as well as part of a team
* Integrity, discretion and confidentiality
* Co-ordination skills when arranging meetings and appointments
* Commitment to equalities and the promotion of diversity in all aspects of working
* Understanding of data protection regulations
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| **KNOWLEDGE** | * Demonstrate a basic understanding of the work of a school
* Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages
* SEN knowledge (desirable)
* Strong understanding of Data Protection and confidentiality
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