**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.

|  |  |
| --- | --- |
|  | **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) |
| **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 |
| **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 |