**Administration and IT Support Assistant- Person Specification**

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|  | **Minimum** |
| **Qualifications** | GCSE in English and Maths minimum Grade C essentialFirst Aid certificate (or training will be given) |
| **Experience** | Operational experience of administration and office systemsSchool office experience desirableWorking with the public and dealing with confidential issues essential |
| **Skills and Abilities** | Outstanding communication and interpersonal skills with adults and children requiredBeing friendly and welcoming at all times to children, staff, parents and visitorsGood problem solving, time management and organisational skillsMust be able to work independently and use initiative as well as work well as part of a team Excellent IT and literacy skillsAbility to multi task Must be exceptionally well-organised and able to prioritise to ensure smooth running of the officeDemonstrate high standards and attention to detail, following tasks through to ensure excellent outcomesEffective use of ICT and other specialist equipment/resourcesAbility to work under pressure and work efficiently to meet deadlinesAbility to retain and use a range of new informationAbility to work confidentially, keeping work-related issues and discussions in the workplaceWillingness to attend training courses which help you in your current role and develop your potentialDisplay commitment to the protection and safeguarding of childrenHardworking, energetic and enthusiasticA good record for punctuality and attendanceWillingness to support others and be supportedInterest in the wider technical world and current issuesSmart appearance |
| **Knowledge** | Knowledge of MS office, Word and Excel is essentialKnowledge of a range of applications and software commonly used in schools is desirable eg Parentmail, Parent Pay, SIMSKnowledge of a range of ICT hardware is desirable Up to date knowledge of current online safety standardsAwareness of Data Protection and confidentiality issues |