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

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|  | **Minimum** |
| **Qualifications** | GCSE in English and Maths minimum Grade C essential  First Aid certificate (or training will be given) |
| **Experience** | Operational experience of administration and office systems  School office experience desirable  Working with the public and dealing with confidential issues essential |
| **Skills and Abilities** | Outstanding communication and interpersonal skills with adults and children required  Being friendly and welcoming at all times to children, staff, parents and visitors  Good problem solving, time management and organisational skills  Must be able to work independently and use initiative as well as work well as part of a team  Excellent IT and literacy skills  Ability to multi task  Must be exceptionally well-organised and able to prioritise to ensure smooth running of the office  Demonstrate high standards and attention to detail, following tasks through to ensure excellent outcomes  Effective use of ICT and other specialist equipment/resources  Ability to work under pressure and work efficiently to meet deadlines  Ability to retain and use a range of new information  Ability to work confidentially, keeping work-related issues and discussions in the workplace  Willingness to attend training courses which help you in your current role and develop your potential  Display commitment to the protection and safeguarding of children  Hardworking, energetic and enthusiastic  A good record for punctuality and attendance  Willingness to support others and be supported  Interest in the wider technical world and current issues  Smart appearance |
| **Knowledge** | Knowledge of MS office, Word and Excel is essential  Knowledge of a range of applications and software commonly used in schools is desirable eg Parentmail, Parent Pay, SIMS  Knowledge of a range of ICT hardware is desirable  Up to date knowledge of current online safety standards  Awareness of Data Protection and confidentiality issues |