



## Person Specification

### Inclusion Administrative Assistant

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• NVQ Level 2/3 or equivalent.</li> <li>• Good standard of general education with a minimum of GCSE Grade C in English and Maths or equivalent.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment is desirable.</li> </ul>
<p><b>Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Good keyboard skills.</li> <li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using the Microsoft package.</li> <li>• Ability to take personal responsibility to prioritise workload to achieve deadlines.</li> <li>• Ability to communicate effectively and in a courteous manner, in person and over the telephone.</li> <li>• Ability to investigate queries and anomalies when required.</li> <li>• Ability to operate computerised and manual filing systems and to make improvements where necessary.</li> <li>• Ability to take accurate notes and minutes of meetings.</li> <li>• Co-ordination skills when arranging meetings and appointments.</li> <li>• Commitment to equality and the promotion of diversity in all aspects of working.</li> <li>• Ability to convey information clearly and accurately orally and in writing to a range of people.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Ability to deal calmly, tactfully and effectively with a range of people.</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues.</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of a range of computer applications – including Microsoft.</li> <li>• Working knowledge of SIMs.net although training will be provided.</li> <li>• Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol.</li> <li>• Awareness of GDPR and confidentiality issues.</li> </ul>