



Person Specification

Safeguarding Administrative Assistant

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