

Ripplevale School
Admin Assistant to SLT - Person Specification

Description	Essential	Desirable	Evidence
Qualifications	Good level of education to include O' Level English and Mathematics or equivalent.	Further education qualification/s in relevant fields	Application
Experience, skills and knowledge	<p>Experience of working in a busy office environment</p> <p>Experience of managing and maintaining accurate records and filing systems</p> <p>Ability to build and form good relationships with students, colleagues and other professionals</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities</p> <p>Excellent organisational skills</p> <p>Good verbal and written communication skills</p> <p>Ability to proficiently use Microsoft Office computer software including Outlook, Word, Excel, and PowerPoint</p>	<p>Experience of working in a school or similar role</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as School Governance, Freedom of Information Act, GDPR etc.</p>	Application Interview
Personal Qualities	<p>Ability to prioritise one's own work load</p> <p>Able to work flexibly to support others</p> <p>Ability to deal with confidential matters and materials in a sensitive and appropriate manner</p> <p>Desire to enhance and develop skills and knowledge through CPD</p> <p>Evidence of excellent attendance and punctuality record</p> <p>Recognition of the importance of personal responsibility for Health & Safety</p> <p>Commitment to the school's ethos, aims and its whole community</p>		Interview

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.