

Person Specification: Administrative Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	NVQ level 2/3 in Administration
Experience	The Administrative Assistant should have experience of: working as a secretary/administration assistant	In addition, the Administrative Assistant might have experience of: working within education
Knowledge and understanding	The Administrative Assistant should have knowledge and understanding of: the nature of the routine tasks that need to be completed on a daily basis; the extent of the role, and the versatility required to fulfil it; the roles and responsibilities of teachers; the computer systems available to organise educational records and school finance.	In addition, the Administrative Assistant might also have knowledge and understanding of: educational management
Skills	The Administrative Assistant will be able to: manage and prioritise workloads; communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way; provide a welcoming first point of contact at all times for people who come to the school; work constructively as part of a team; make accurate judgements of	

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	<p>situations, and refer these to other staff, if necessary;</p> <p>recognise the confidentiality of some kinds of information;</p> <p>ensure that school diary commitments are kept up-to-date, and that the relevant people are informed of these commitments;</p> <p>work effectively and efficiently under pressure;</p> <p>undertake routine financial administration eg; raise PO's</p> <p>participate in development and training opportunities</p>	
Personal characteristics	<p>Adaptable</p> <p>Excellent as an organiser</p> <p>Friendly</p> <p>Purposeful</p> <p>Resourceful</p>	

Commented [EL1]: I don't think this makes sense, do you? I've added work as part of a team above and development & training below