

Person Specification

Student Support Admin Assistant

	Essential Criteria	Desirable Criteria
Experience (Relevant work and other experience)	<ul style="list-style-type: none"> • Relevant experience within the context of the role. • Aptitude for administrative work. • Knowledge of Microsoft Office. 	<ul style="list-style-type: none"> • Broad administrative experience. • Experience of working with young people
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of general education to GCSE including Maths and English Grade C or above. • Knowledge, understanding and competence in ICT. 	<ul style="list-style-type: none"> • Formal Administrative Qualification • ICT or typing qualification. • NVQ level 2 or equivalent in a subject relevant to the post.
Training	<ul style="list-style-type: none"> • Willingness to undertake personal development and training to update knowledge and skills. 	<ul style="list-style-type: none"> • Evidence of recent training.
Skills	<ul style="list-style-type: none"> • Ability to work effectively as a member of a team. • Good, clear communication skills, oral and written. • Excellent interpersonal skills. • An excellent telephone and personal manner • Ability to communicate with and maintain positive relationships with students, parents, and staff • Ability to stay calm under pressure. • Good organisational skills; ability to work with interruptions, multi-task and reprioritise to meet deadlines. • Eye for detail and committed to accuracy. • Ability to present work to a high standard. • Ability to handle sensitive and confidential issues. • Ability to adhere to procedures. 	
Personal qualities	<ul style="list-style-type: none"> • Commitment to the ethos and aims of the school. • Initiative and enthusiasm. • Patient and conscientious. • Excellent work ethic. • Punctual • Ability to maintain appropriate and supportive working relationships. • Record keeping and monitoring using school Data system and Excel or equivalent program. 	<ul style="list-style-type: none"> • Confident to speak to a wide range of people. • Well motivated; ability to work with minimum supervision. • Resilient and adaptable