



PERSON SPECIFICATION
Senior Administration Assistant

Qualifications

- GCSE grade C or above (or equivalent) in English and Maths (essential)
- Further education of 'A' levels or equivalent (highly desirable)

Previous Work Experience

- Admin experience (essential)
- Prioritising actions/time management (essential)
- Working as part of a team (essential)
- Experience of working within an educational environment (desirable)

Professional Knowledge, Skills & Experience

- ICT literate (essential)
- Working with School Management Information Systems (desirable)

People Management Skills

- Good listener (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

Other Personal Qualities

- Confidence to act on judgement (essential)
- Able to work independently (essential)
- Able to remain calm and work accurately under pressure (essential)
- Ability and willingness to adapt quickly to last minute changes (essential)
- Has attention to detail (essential)
- Able to prioritise and achieve deadlines (essential)
- The ability to create, learn or adopt new systems of working (essential)