



Person Specification for Administration Assistant

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	
Good communication skills	Application form / Interview
Good interpersonal skills and ability to work in a team	Application form / Interview
Ability to use Microsoft Office	Application form / Interview
Reliability and discretion	Interview / References
Adaptable in a busy environment	Application form / Interview / References
Good organisational and time management skills	Application form/ Interview
Ability to provide administrative support for Head Teacher and staff	Application form/ Interview
Desirable Experience/Qualifications	
Recent experience of an office environment / reception	Application form
Cash handling experience	Application form
Experience of working with computerised systems	Application form/ Interview
Qualification in Word Processing (Intermediate level or above)	Application form
GCSE (or equivalent) pass (A-C) in Maths and English	Application form
Work Related Circumstances	
Willingness to undertake further training as required	Interview
Ability to work flexibly where required, to meet the needs of the Trust	Interview