



Cradley CE
Person specification
Administrative Assistant

Person specification Administration assistant		
	Job requirements	Essential or Desirable
Experience	<ul style="list-style-type: none"> • Proven experience of clerical/administrative/financial work • Experience of working with members of the public 	E D
Qualifications	<ul style="list-style-type: none"> • GCSE in English and maths • NVQ Level 2 in Office administration or Business • Willingness to undertake the relevant training as required. 	E
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of office software packages e.g. Microsoft Word and Excel. 	E
Skills	<ul style="list-style-type: none"> • Very good numeracy and literacy skills • Excellent communication skills including excellent telephone manner • Excellent interpersonal skills when dealing with parents, carers, children and other external agencies <p>Able to:</p> <ul style="list-style-type: none"> • Build effective relationships with staff, parents and children • Use IT effectively and confidently • Use relevant technology and equipment 	E
Personal characteristics	<ul style="list-style-type: none"> • Ability to maintain confidentiality at all times. • High personal standards, smart appearance, office appropriate. • A willingness to learn • Ability to remain calm under pressure • Empathetic • Punctual and well-organised 	E

	<ul style="list-style-type: none"> • Tolerant • Enjoy working as part of a team • Willingness to use initiative 	
<p>SAFEGUARDING</p>	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of students as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with in an environment where there are children people • Ability to form and maintain appropriate relationships and personal boundaries with students and young people • Attitudes to use of authority and maintaining discipline 	