

Job Specification – Administrative Assistant



Job Title: Administrative Assistant

Reports to: Admin Team Leader

Band: D

Main Job Purpose:

To provide effective and efficient administration support to the School

Specification:

Qualifications

Minimum GCSE Maths & English Grade 4 or Higher (C or Higher) or equivalent examinations	Essential
A Levels, Higher Education or Degree Level Qualification	Desirable

Experience

Experience in a similar role involving general administration	Essential
Experience of dealing with advanced reprographics, such as binding, booklet printing, large collation projects	Desirable
Experience of developing and improving on office administrative systems and procedures, driving efficiencies and managing change	Desirable
Experience within the Educational Sector including use of SIMS & other systems	Desirable
Experience of working with Children	Desirable
Experience of reception/switchboard	Desirable

Knowledge

Understanding of Administration processes	Essential
Working Knowledge of Word Processing & Spreadsheets	Essential
Basic knowledge of GDPR and Associated Legislation	Desirable
Working Knowledge of School based systems such as SIMs, Evolve	Desirable
Knowledge of working with Children and understanding of Safeguarding	Desirable
Basic Knowledge of Social Media Functionality including posting	Desirable

Skills

Good level of Numeracy & Literacy	Essential
Good level of PC literacy	Essential

Intermediate level on MS Excel & MS word including the ability to export and manipulate data	Essential
Minimum basic level for Outlook & PowerPoint	Essential
Advanced keyboard skills, min 35wpm	Essential
Ability to write administration processes and procedures	Desirable
SIMs and Associated modules	Desirable
Basic Website Administration	Desirable

Personal Attributes

Motivated to work autonomously and organise personal workload	Essential
Commitment to own Professional Development	Essential
Organised with the ability to work well under pressure	Essential
Problem Solving	Essential
Reliable and committed to Role and School	Essential
Willingness to go the extra mile/be flexible in approach	Essential
Honest & Trustworthy	Essential
Excellent Team Player	Essential
Ability to communicate at all levels of the business	Essential
Excellent Telephone Manner	Essential
Good attention to detail	Essential