

POST TITLE: Administrative Assistant – Key Stage 3

Areas under consideration	Essential requirements	Desirable requirements	Method of Assessment
<u>SKILLS / KNOWLEDGE</u> <u>Organisational Awareness</u>		<ul style="list-style-type: none"> • Experience of working within education or in a customer focussed environment. 	Application Interview
<u>Communication Skills</u>	<ul style="list-style-type: none"> • Ability to develop and maintain good working relationships. • Good interpersonal skills. • Effective communicator. • Good telephone manner. 	<ul style="list-style-type: none"> • Evidence of dealing with people by telephone, letter and in person. • Ability to work effectively as part of a team. 	Application Interview
<u>Job Related</u>	<ul style="list-style-type: none"> • Good organisational skills. • Ability to work on own initiative or with minimum supervision. • Ability to work under pressure and to deadlines. • Confidentiality. • High standard of accuracy. 	<ul style="list-style-type: none"> • Well developed administrative ability. • Database proficient. • Ability to prioritise workloads. • Appreciation of importance of quality assurance. 	Application Interview
<u>EXPERIENCE / QUALIFICATIONS / TRAINING. (etc. if any)</u>	<ul style="list-style-type: none"> • Educated to A level standard or equivalent. • High level of Competence in ICT - Microsoft Office suite. 	<ul style="list-style-type: none"> • Evidence of on-going professional development. 	Application Interview
<u>WORK RELATED CIRCUMSTANCES</u>	<ul style="list-style-type: none"> • Commitment to high professional and personal standards of work and of conduct. • Commitment to Equality of Opportunity. • Commitment to operating in a healthy and safe environment. 		Interview
<u>SPECIAL REQUIREMENTS</u>	<ul style="list-style-type: none"> • Enthusiasm, adaptability, commitment and a sense of humour. 	<ul style="list-style-type: none"> • Qualified First Aider. 	Application Interview

NOTE TO APPLICANTS: Please try to show in your application whether or not you meet these requirements

Please note that the school operates a policy of NO SMOKING whilst on the premises