

Person Specification – Admin Assistant

Requirement	Essential (E) or Desirable (D)	Assessed via Application (A), Interview (I)
Qualifications and Experience:		
Good general education (Maths, English, and IT)	E	A
NVQ in Business Admin or equivalent	D	A/I
Valid UK Driving Licence	D	A/I
First Aid at Work (or willing to work towards)	D	A/I
Experience in working in a busy office – including basic understanding of admin tasks and processes	E	A/I
Experience working with IT systems including basic word processing and spreadsheet operation	E	A
Experience in handling and processing cash	E	A
Working with young people or in an educational setting such as a school / college	D	A
Knowledge, skills, and abilities:		
Able to plan and prioritise own workload	E	I
Able to work in a team and in collaborative partnership with the Trust	E	I
Ability to use own initiative and work with minimum supervision at all times – to ask for help when required	E	A/I
Ability to follow well defined processes and procedures	E	I
Understanding of and ability to work with Health and Safety regulations and best practice	E	A/I
Knowledge and ability to handle information in accordance with GDPR	E	A /I
Ability to work under pressure and to a high level of accuracy	E	A/I
A practical approach to problem solving	D	A/I
Good organisational skills	E	A/I
Good communication, customer relations skills	E	A/I
Excellent record keeping skills with use of IT	E	A/I

Knowledge of achieving best value for money for goods purchased	D	A/I
An understanding of safeguarding and a commitment to creating and maintaining a safe environment for all students	E	A/I
Personal Qualities		
Resilience, adaptability and responsive to change	E	I
A good sense of humour	E	I
Able to work as part of a team but also to be a self-starter and able to set personal goals	E	I
Equal Opportunities		
Commitment to equal opportunities and diversity in the performance of duties	E	I
Working Practices		
The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons	E	A/I
Willingness to work flexibly including out of hours when necessary	E	I
Willingness to travel and work in all schools within the Trust if required	E	I
CPD / Personal Development		
Evidence of commitment to own professional development	D	A