Person Specification: Administrative assistant

	Essential	Desirable.
Education Qualifications and Training	• Good standard of education, (GCSE grade C and above) including English & Mathematics • Training to demonstrate competency in Microsoft Office applications.	• Full driving licence
Experience	• Experience of working in a busy office environment • Experience of providing varied administrative support to managers and small teams • Sound experience of dealing with members of the public and handling difficult situations.	• Experience of working in a primary school office • Experience of maintaining and developing administrative systems
Approach	• A positive welcoming manner • A positive 'can do' pragmatic approach • An excellent approach to customer service • Ability to respond to challenging priorities	• An active interest in keeping up to date with administrative developments
Skills and abilities	• Excellent IT skills in Word, Excel, Outlook and internet • Well-developed verbal and written communication skills and excellent telephone skills • Excellent interpersonal and communication skills – effective in a variety of settings and with a wide range of people • Ability to maintain confidentiality and to act with tact and discretion and to handle external enquires from senior people • Accurate, methodical and organised ways of working • Excellent organisational and time management skills • Ability to work as an effective and fully contributing member of a busy multidisciplinary team • An ability to work alone, use own initiative and be self-disciplined	• Ability to take concise and accurate minutes • Experience using SIMS • First aid trained.
Knowledge	• Working knowledge of health and safety issues within an office environment	
Other	• Be committed to continuous professional development.	