



# The Downley School

## Job Specification: Administration Assistant

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

|                                      | <b>Essential</b>  | <b>Desirable</b>  |
|--------------------------------------|---|---|
| <b>Qualifications &amp; training</b> | <p>Admin Assistant should have:</p> <ul style="list-style-type: none"><li>secretarial qualifications</li><li>be numerate and accurate</li><li>excellent communication skills, both verbal and written</li><li>Experience Microsoft Excel and Word</li></ul>   | <p>:</p> <ul style="list-style-type: none"><li>English and Maths to GCSE/ Standard Grade or beyond</li></ul>  |
| <b>Experience</b>                    | <p>The Admin Assistant should have:</p> <ul style="list-style-type: none"><li>worked in an office environment/school environment</li><li>experience of working successfully and co-operating as a member of a team</li><li>Work on own initiative</li></ul>   | <ul style="list-style-type: none"><li>Office/school experience of at least 2 years</li></ul>  |
| <b>Professional Values</b>           | <p>The /Admin Assistant will:</p> <ul style="list-style-type: none"><li>wish to work within a School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body</li><li>establish and maintain good professional relationships with pupils, parents and colleagues</li><li>adopt a flexible approach to working</li></ul> |   |
| <b>Knowledge and understanding</b>   | <p>The Admin Assistant should:</p> <ul style="list-style-type: none"><li>be confident in the use of email and database programs</li><li>knowledge of SIMS</li></ul>   | <p>In addition, the Admin Assistant might also have:</p> <ul style="list-style-type: none"><li>experience of working with school management programmes</li><li>understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li></ul> |
| <b>Skills</b>                        | <p>The Admin Assistant should:</p> <ul style="list-style-type: none"><li>promote the school's aims positively</li></ul>   |   |

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|---------------------------------|--|--|
|                                 | <ul style="list-style-type: none"> <li>• establish and develop appropriate relationships with parents, governors and local community</li> <li>• communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors;</li> <li>• promote a positive working environment;</li> <li>• be able to prioritise workloads; have excellent time management and organisational skills;</li> <li>• be able to work under pressure and meet deadlines</li> <li>• produce accurate work</li> <li>• be able to use initiative</li> </ul> |  |
| <b>Personal characteristics</b> | <p>The Admin Assistant should be:</p> <ul style="list-style-type: none"> <li>• knowledgeable and highly competent</li> <li>• punctual</li> <li>• approachable and empathetic</li> <li>• creative and enthusiastic</li> <li>• organised and resourceful</li> <li>• committed</li> <li>• of smart appearance</li> </ul>  | <p>The Admin Assistant must possess:</p> <ul style="list-style-type: none"> <li>• a sense of humour</li> </ul> |
| <b>Special requirements</b>     | <p>The Admin Assistant should:</p> <ul style="list-style-type: none"> <li>• have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check</li> <li>• be willing to undergo a pre-employment health check</li> <li>• Confidentiality clause</li> </ul>   |  |