



PERSON SPECIFICATION
ADMINISTRATION ASSISTANT

CATEGORY	Essential	Desirable
<p>QUALIFICATIONS</p> <p>GCSE English Grade C (or equivalent)</p> <p>GCSE Maths Grade C (or equivalent)</p> <p>ECDL</p>	*	*
<p>EXPERIENCE</p> <p>IT skills in Microsoft Office/Excel or similar</p> <p>Experience of working with young people</p> <p>Experience of working in a school</p> <p>Experience of Arbor</p>	*	*
<p>SKILLS</p> <p>Good interpersonal and communication skills</p> <p>Good telephone manner</p> <p>Ability to take minutes</p> <p>Ability to organise & prioritise</p> <p>Ability to maintain resilience, understanding and positive thinking when working in a challenging environment</p> <p>Driving Licence</p>	*	*
<p>QUALITIES</p> <p>Sense of humour</p> <p>Ability to be an active and full member of a team</p> <p>Commitment to staff development</p>	*	
<p>APTITUDE</p> <p>Empathy for young people</p>	*	

Authentic Education Group Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974.

Longspee Secondary

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