



PERSON SPECIFICATION
Administrative Assistant

Category	Essential	Desirable
Qualifications		
GCSE English Grade C (or equivalent)	*	
GCSE Maths Grade C (or equivalent)		*
ECDL		*
Experience		
IT skills in Microsoft Office/Excel or similar	*	
Experience of working with young people		*
Experience of working in a school		*
Experience of Arbor		*
Skills		
Good interpersonal and communication skills	*	
Good telephone manner	*	
Ability to take minutes	*	
Ability to organise & prioritise	*	
Ability to maintain resilience, understanding and positive thinking when working in a challenging environment	*	
Driving Licence	*	
Qualities & aptitude		
Sense of humour	*	
	*	



Ability to be an active and full member of a team	*	
Commitment to staff development	*	
Empathy for young people	*	

Authentic Education 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.