



**PERSON SPECIFICATION
ADMINISTRATION ASSISTANT**

CATEGORY	Essential	Desirable
<p align="center">QUALIFICATIONS</p> GCSE English Grade C (or equivalent) GCSE Maths Grade C (or equivalent) ECDL	*	* *
<p align="center">EXPERIENCE</p> IT skills in Microsoft Office/Excel or similar Experience of working with young people Experience of working in a school Experience of Arbor	*	* * *
<p align="center">SKILLS</p> 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	* * * * *	*
<p align="center">QUALITIES</p> Sense of humour Ability to be an active and full member of a team Commitment to staff development	* * *	
<p align="center">APTITUDE</p> Empathy for young people	*	

Authentic Education (AE) 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.

Together we are Courageous, Innovative, Excellent