**Viewley Hill Academy**

**Level 3 Administration Assistant: Person Specification**

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| Area | Essential Criteria | Desirable Criteria |
| Qualifications and training | * GCSE Grade C or equivalent in English and Maths * Have an A-level or equivalent in a business-related subject. | * Working knowledge of Scholar Pack * GDPR Training * First aid qualification * Safeguarding Training * Additional qualifications and training relating to administration and finance |
| Experience/Knowledge | * Proven track record of working in an administration role * Proven track record of working successfully as part of a team * Experience of handling confidentiality | * Handling contracts and suppliers * Experience in working in a school environment. |
| Skills | * Confident with use of Microsoft, and other computer database symptoms * Prioritise their workload and complete all tasks required of them. * Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. * Demonstrate an organised and effective approach to handling a demanding workload. | * Demonstrate a working knowledge of how to manage the reputation of a school and engage with the school community. * Use calendar management systems. |
| Personal Qualities | * Friendly, approachable and professional manner * Maintain successful working relationships with colleagues * High levels of drive, enthusiasm and integrity * Excellent written and verbal communication skills * High expectations of self and professional standards * Ability to consistently model the positive value, attitudes and ethos of the business * Capable of prioritizing work and managing demanding situations and deadlines * Willingness to learn |  |