**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
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| 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.
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| 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.
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| 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
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