

Person Specification Administration Assistant SEND

	Essential	Desirable	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE or equivalent in English and Maths at Grade C	✓		A/C
A recognised and relevant vocational qualification (NVQ level 2) and/or equivalent practical work experience		✓	A/I
Valid First Aid certificate, or willingness to attend First Aid training		✓	A/I
EXPERIENCE			
Experience of undertaking a range of clerical duties	✓		A/I/R
Working within a school and team environment	✓		A/I
Experience of, or a willingness to learn, a range of computer applications	✓		A/I
SKILLS			
Excellent communication skills, both verbal and written	✓		A/I/R
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
Ability to produce accurate and up-to-date records and reports as required	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R
Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
Ability to convey straightforward information, orally and in writing, to a wide range of audiences	✓		A/I/R
Ability to demonstrate basic keyboard skills for accurate computer input and retrieval	✓		A/I
OTHER			
Diplomacy and discretion and the ability to appropriately manage confidential	✓		A/I
Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I
A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The post holder will require an enhanced DBS	✓		C