

Admin Assistant – Person Specification

Qualifications and Training:

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent)
- NVQ3 (or equivalent) in a relevant discipline

Experience

- Experience using both Google and Microsoft Office systems, with good IT skills
- Experience of working in an office environment (preferably within a school) to include development, management and operation of administrative systems.

Knowledge & Skills

- Experience of general office work including reception, switchboard and typing/word processing
- Good literacy and numeracy skills
- Good communication skills including telephone/reception skills
- Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machines etc.
- Experience in the use of databases and other software packages with a high level of word processing/typing skills
- Have a neat and organised approach to work.
- Be willing, courteous and able to work both using your own initiative and in a team
- Respect confidentiality.
- In line with Immigration Act 2016: you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.