

HAYDON SCHOOL
PERSON SPECIFICATION - ADMINISTRATIVE ASSISTANT (APPRENTICE)

Attributes	Essential/Desirable	How Identified
<u>Qualifications</u>		
Degree	Desirable	Certificate / Application
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification	Essential	Certificate / Application
Excellent communication and numeric skills	Desirable	Certificate / Application
<u>Experience and associated skills</u>		
Positive 'can do' attitude	Essential	Application / Reference
Experience of working with people in a variety of contexts.	Essential	Reference / Interview
Experience of using a database/SIMS	Essential	Reference / Interview
Experience of working with Word, Excel and PowerPoint including mail merge.	Essential	Application / Interview
Administration of supply cover	Desirable	Application / Interview
Confidentiality	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies through the utilization of available information	Essential	Application/ Interview/reference
<u>Personal skills and specialist knowledge</u>		
Good record of health, attendance and punctuality.	Essential	Interview/Reference
Ability to motivate staff to develop and improve existing practice.	Essential	Interview/Reference
Ability to communicate effectively with students, staff and members of the public.	Essential	Interview/Reference
Ability to manage working time effectively and to develop professionally.	Essential	Interview/Reference
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.	Essential	Interview

DATE: SEPTEMBER 2019