



Person Specification: Administrative Assistant

Specification	Essential	Desirable
Education/Training	GCSE in English and Maths Grade 3 or above.	ECDL (International Computer Driving Licence) or equivalent qualification. Secretarial qualification.
Relevant Experience	Working in a busy office. To be able to produce classroom resources including photocopying and laminating documents. Microsoft Office software	To be creative and resourceful. Experience of working with children.
Relevant Skills	To be computer literate, with an ability, for example, to word process, use spreadsheets, use email, research resources using the internet. To have good written and verbal communication skills. To be flexible and adaptable in order to cope with a busy environment where needs/priorities can change rapidly. To be able to manage own workload, prioritising and using initiative as needed. To have good problem solving skills.	To have knowledge of health and safety legislation.
Relevant Personal Qualities	To have commitment and positive attitude towards pupils with disabilities and their families. To be able to work well in a team. To be willing to undertake further training in relation to the role.	
Special requirements		To have a clean driving licence. To have own transport in order to travel between sites, as required.