**Sir John Hunt Community Sports College**

**Administrative Assistant**

**Person Specification**

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| **Selection Criteria** | **Essential****(E)****Desirable****(D)** | **Evidence (Ev)****Application Form (A)****Application Letter (L)****Interview Process (I)****Reference (R)** |
| **Qualifications*** 5 GCSEs at Grade C or above or equivalent including Maths and English
 | E | A |
| **Experience*** Experience of providing secretarial and clerical support to an individual or in an office environment
* Experience of using computer software packages including Microsoft Office
* Experience of using a SIMS system and/or working in an educational establishment
 | EED | L/I/RA/L/IA/L/I |
| **Skills*** Excellent interpersonal skills including the ability to communicate with a range of audiences
* Ability to proactively organise own workload and initiate action
* Ability to maintain confidentiality and work with discretion and sensitivity
* Ability to work to tight deadlines whilst still maintaining a high quality of work and output
* Ability to develop good relationships with staff, students and parent/carers
* Ability to take and relay messages accurately
* Flexibility and ability to work under pressure
* Good organisational skills
* Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures within the College
 | EEEEEEEEE | I/RL/I/RL/I/RL/I/RL/I/RL/I/RL/I/RL/I/RL/I/R |
| **Other*** Ability to work on own initiative as well as part of a team
* Awareness of the importance of safeguarding
* Good attendance record
* Strong support from record
* Resourceful, organised, creative and administratively effective
 | EEEEE | I/RI/RI/RI/RI/R |