**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 | E  E  D | L/I/R  A/L/I  A/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 | E  E  E  E  E  E  E  E  E | I/R  L/I/R  L/I/R  L/I/R  L/I/R  L/I/R  L/I/R  L/I/R  L/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 | E  E  E  E  E | I/R  I/R  I/R  I/R  I/R |