

ELTHORNE PARK HIGH SCHOOL

Assistant Administrator

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Education and experience

1. Have experience of general clerical/administrative work
2. Have a sound educational background with good literacy and numeracy skills
3. Having experience of working in a school would be an advantage.

Knowledge, Skills and Abilities

1. Be competent in the use of use of Microsoft Word, Excel, Google drive and administration-related software packages
2. Have excellent organisational skills and the ability to follow administrative procedures and systems efficiently
3. Be diplomatic and have the ability to work effectively in a multi-level organisation and with a wide range of people
4. Have the ability to work efficiently under pressure and be able to set priorities, meet deadlines and use initiative
5. Be flexible and have the ability to work well in a team
6. Have the ability to work independently
7. Be proactive and have the ability to display initiative
8. Possess excellent communication skills both written and oral
9. Be honest, trustworthy and capable of handling confidential information
10. Have a very good attendance, punctuality and health record
11. Be First Aid trained or be willing to attend first aid training
12. Be able to work on the occasional evening as required
13. Be responsible for promoting and safeguarding the welfare of children and young people within the school.