

Person Specification – Administrative Assistant

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	Appropriate level 2 qualifications (GCSE equivalent C or above) in Mathematics and English.	Level 3 (A Level) or higher level of education.	Application Form Pre-employment checks Interview Process
Experience/Knowledge	Experience of working with young people.	Experience of working in a School / College environment.	Application Form Interview Process References
Skills and Abilities	- Ability to prioritise own workload, particularly during very busy periods. - Ability to maintain a studious environment. - Excellent written and oral communication skills. - Excellent telephone manner. - Good record keeping and organisational skills. - Ability to work independently and as part of a team. - Ability to deal effectively with colleagues and students. - Able to work to deadlines whilst maintaining good attention to detail. - Experience with Microsoft Office Packages.	The ability to support the College's enrichment programme for students (e.g. sport, music, drama).	Application Form Interview Process References
Personal Qualities	- Able to support and make a contribution to the mission of the College. - Flexible approach to working routines and practices. - Empathy with 14-19 age group. - Confidence to work with individual students to support them in their learning. - Good record of attendance and punctuality. - Appropriate professional appearance.		Application Form Interview Process References
Other	- Be suitable to work with children and support effective safeguarding of all young people throughout the College. - Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc.		Application Form Interview Process