**St Osmund’s Middle School Apprentice Admin Assistant**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A minimum of 5 GCSE’s or equivalent including Maths & English | Emergency first aid at work |
| **Knowledge, Understanding & Experience** | Knowledge of Safeguarding procedures  Good organisation skills  Ability to maintain confidentiality | Requirement to participate in training and development  Competant with Microsoft office packages, particularly word and excel  Knowledge and experience of data handling  Experience of working in a busy office |
| **Skills** | Motivated and organised  Able to use own initiative  Good listening, oral and literacy skills  Excellent front of house skills  Ability to prioritise and plan  Ability to work under pressure | Willingness and ability to contribute to the wider life of the school. |
| **Other Requirements** | Ability to form and maintain appropriate relationships and personal boundries with children in accordance with safeguarding policy and practice  Emotional resilience in working with challenging behaviours |  |