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

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **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 proceduresGood organisation skillsAbility to maintain confidentiality | Requirement to participate in training and developmentCompetant with Microsoft office packages, particularly word and excelKnowledge and experience of data handling Experience of working in a busy office |
| **Skills** | Motivated and organisedAble to use own initiativeGood listening, oral and literacy skillsExcellent front of house skillsAbility to prioritise and planAbility 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 practiceEmotional resilience in working with challenging behaviours  |  |