

Person Specification: **Administration Assistant**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Be numerate and accurate Have excellent communication skills, both verbal and written To embark on any relevant professional development that will assist with the role 	<ul style="list-style-type: none"> English and Maths to GCSE or beyond Specific secretarial or qualifications in administration
Experience:	<ul style="list-style-type: none"> Worked in an admin environment Experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> Worked in a school office environment First Aid qualified
Professional values:	<ul style="list-style-type: none"> Be able to establish and maintain good professional relationships with pupils, parents and colleagues Adopt a flexible approach to working Be committed to school improvement Have the ambition and drive for your own professional development 	
Knowledge, skills & abilities	<ul style="list-style-type: none"> Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion Be confident in the use of Excel, Word, email and database programs Promote the school's aims positively Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors Promote a positive working environment Be able to prioritise workloads; have excellent time management and organisational skills Be able to work under pressure and meet deadlines Produce accurate work Be able to use initiative 	<ul style="list-style-type: none"> Knowledge of working with databases, school management databases A degree of flexibility and willingness to train in new programmes/software Up-to-date fire marshal training

The post holder may be required to travel to other local sites, including other CLP schools.