



The Redhill Academy

Personal Specification - House Support Assistant

Qualifications, Knowledge and Experience	
English and Maths Grade C (4) or above.	Essential
A minimum of 2 years experience of working in a busy office environment and administrative support.	Desirable
Competent with Microsoft Office packages to include Word, Excel and Outlook.	Essential
Familiar with other Microsoft Office Packages to include PowerPoint, publisher and Teams.	Desirable
Basic Health and Safety understanding.	Essential
First Aid qualification	Desirable
Skills, Abilities and Personal Qualities	
Excellent administrative ability, accuracy of work and clear attention to details.	Essential
Excellent verbal and written communication skills.	Essential
Good organisation and time management skills.	Essential
Ability to work independently as well as within a team environment.	Essential
Ability to work with different workloads and track progress on a wide range of tasks.	Essential
Flexible and willingness to undertake varied responsibilities	Essential
Ability to deal positively with organisational change	Essential
Suitability to work with Children	
Enhanced DBS with Child Barred list check is required for this position	Essential