



# Quarrydale Academy

## Person Specification – Administration Assistant

		E/D	A	I
<b>Qualifications and Training</b>				
1	Educated to at least GCSE Grade C (or equivalent) in English & Mathematics.	E	✓	
2	Relevant business administration or administration management qualification	D	✓	
<b>Experience</b>				
3	Experience of working in an administration role.	E	✓	✓
4	Experience of working in an educational establishment	D	✓	✓
5	Experienced minute taker	E	✓	
6	Experience of working with other team members	D	✓	✓
<b>Knowledge and understanding</b>				
7	Knowledge and understanding of Academy policies and procedures	E	✓	✓
8	Knowledge and understanding of Health and Safety processes	E	✓	✓
9	Knowledge and understanding of GDPR requirements	E	✓	✓
<b>Skills and abilities</b>				
10	The ability to demonstrate good time management techniques.	E		✓
11	An ability to show initiative and work independently within a variety of situations.	E		✓
12	Confidence to effectively communicate with people at all levels.	E		✓
13	Very good organisational skills and ability to respond effectively to conflicting demands.	E	✓	✓
14	Clear and accurate verbal and written skills	E	✓	

15	Highly competent across MS office including fast and accurate keyboard skills	E	✓	✓
<b>Personal attributes</b>				
16	An ability to work effectively and collaboratively as part of a team	E	✓	✓
17	The ability to work to work under pressure and to tight deadlines, working additional time if required to meet deadlines	E	✓	✓
18	The ability to resolve problems and provide solutions	E	✓	✓
19	The ability to research, digest, analyse and present material clearly.	E		✓
20	A willingness to provide exemplary customer service	E	✓	✓
21	Willing to work in the evenings as required to meet the requirements of the school calendar.	E		✓
22	Discretion and understanding of confidentiality	E		✓
<b>Other</b>				
23	A commitment to uphold and promote equality of opportunity	E		✓
24	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

**KEY: ✓**

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** May 2019