

PERSON SPECIFICATION

POST TITLE: Administration Assistant

POST REF: WEST VALE ACADEMY

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)	GCSE English and Maths or equivalent General office experience, carrying out administrative duties Experience of using Microsoft office packages, outlook, excel etc Experience of maintaining administrative databases and systems	Experience of using social media platforms Experience of working in an education setting Marketing knowledge/experience	<i>Application Form Interview Certificates</i>
KNOWLEDGE & SKILLS	Ability to communicate well, both written and verbally Good numeracy and literacy skills Ability to work with high accuracy and attention to detail Work well as part of a team and develop professional relationships Ability to prioritise and use initiative Be flexible and adaptable		<i>Application Form Interview References Certificates</i>
PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING	Willingness to undertake any training required in order to carry out the role proficiently		<i>Application Form Interview Certificates</i>
INITIATIVE	Ability to adapt to ever changing circumstances/priorities Displays energy and enthusiasm		<i>Application Form Interview</i>