**Madley Brook and Springfield Schools**

**Job Specification for post of Administrative Assistant**

**Essential Requirements**

* Previous experience of working as a receptionist or in a Customer Service Environment/Office
* ExcellentComputer skills to include use of Word and Excel
* Ability to relate well to others
* Energy and Enthusiasm
* Initiative, as well as being able to work as part of a team
* Efficiency and good organisational skills
* Able to work under pressure
* Being sensitive to the needs of others
* Being confident to cope with any potentially challenging situations
* Experience of using an MIS system
* A willingness to take part in professional development and training

**Desirable Requirements**

* Some Financial Experience
* Current First Aid Certificate
* Experience of working in a school
* Experience of working with children
* Awareness of Health and Safety
* Awareness of safeguarding
* Experience of using RM Integris
* Experience of using an e-mail system
* Experience of using Parent Mail
* Willingness to administer / supervise personal care for pupils e.g. diabetes
* Experience of updating websites