

## **Madley Brook and Springfield Schools**

### **Job Specification for post of Administrative Assistant and Heads' PA**

#### **Essential Requirements**

- Excellent communication skills both verbal and written
- Previous experience of working as a receptionist or in a Customer Service Environment/Office
- Excellent Computer skills to include use of Word and Excel, and an ability to learn and explore new software independently
- Ability to relate well to others
- Energy and Enthusiasm
- Initiative and ability to solve problems
- 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 a Management Information System (MIS) system
- A willingness to take part in professional learning and training
- An ability to manage own workload taking responsibility for meeting deadlines
- Carry out first aid
- Awareness of safeguarding
- Experience of using an e-mail system
- Willingness to administer / supervise personal care for pupils e.g. diabetes

#### **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
- Experience of using RM Integris
- Experience of using Parent Mail
- Experience of updating websites
- GCSE or equivalent qualification in English and Maths Grade C minimum or a willingness to pursue the qualification

**October 2019**