

RAVENSWOOD SCHOOL

Person Specification – Administrative Assistant

Essential

Desirable

Qualifications & Experience

Secretarial experience – Min. 1 year

Experience of working in a school office

GCSE Grade C/4+ in Maths & English or NVQ Level 2's

Effective ICT skills using Word, Excel, PowerPoint

ICT skills in SIMS

Professional Characteristics

Maintain high standards of honesty & integrity

Experience providing confidential service

Demonstrate initiative, good work plans and good time management

Be ready to act on unexpected opportunities

Able to respond to priorities and delegated work

Demonstrate good communication skills, orally and written. Ensuring messages are listened to, well communicated and responded to appropriately

Excellent telephone manner

To record and count money

Experience in recording income & expenditure

Remain calm when working under pressure to meet deadlines

Cope with frequent or time consuming interruptions in daily work plan.