



Danecourt School

Person Specification – Administration Assistant (D2)

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of education (GCSE's or equivalent in Maths and English) 	<ul style="list-style-type: none"> • NVQ Level 3 Administration or equivalent
Professional knowledge and experience	<ul style="list-style-type: none"> • Ability to use all Microsoft office programmes, specifically Word and Outlook and Excel • Ability to analyse data effectively • High level of general computer literacy 	<ul style="list-style-type: none"> • Experience of maintaining websites • Customer service experience • Working knowledge of SIMS
Personal qualities and skills	<ul style="list-style-type: none"> • Ability to work as part of a team • Has a professional approach • Able to communicate effectively with colleagues • A calm professional manner, efficient, organised with good time keeping • Ability to use own initiative • Ability to prioritise and manage workload • Enthusiastic and self-motivated • Committed to safeguarding and promoting the welfare of children • Understand and maintain confidentiality whilst following school policy • Ability to work under pressure and to work to set deadlines • Flexibility • Positive and energetic • Committed to own professional development 	<ul style="list-style-type: none"> • Well presented, with a welcoming and friendly manner

Evidence that candidates meet the essential requirements will be considered during short-listing from the application form and any personal statement provided. At interview candidates will be expected to answer questions about their professional knowledge and experience, along with personal qualities and skills. The interview will also explore issues relating to safeguarding and promoting the welfare of children.