



Sackville School ADMINISTRATIVE ASSISTANT PERSON SPECIFICATION

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required.

Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

AREA	ESSENTIAL	DESIRABLE
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a busy office • Ability to work with commitment as an individual and as part of a team • Ability to use initiative and implement ideas • Willingness to attend training • Competent use of Microsoft Word, Excel and experience of using office software packages 	<ul style="list-style-type: none"> • Qualification showing study to at least GCSE level equivalent and potential for further study
Organisation	<ul style="list-style-type: none"> • Ability to plan effectively • Ability to work under pressure • Ability to prioritise 	
Communication	<ul style="list-style-type: none"> • Ability to communicate meaning accurately both in written and spoken form 	
Personal Qualities	<ul style="list-style-type: none"> • Confidentiality • Patience • Enjoy working with colleagues • Flexibility, enthusiasm, creativity • Ability to work sensitively with a wide variety of people • Ability to remain calm 	

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).