

Person specification – General Office Assistant

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none">• Carrying out administrative tasks• Dealing with face-to-face and telephone interactions• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Good oral and written communications skills• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Excellent attention to detail• Ability to use IT packages including word processing, spreadsheets and presentation software• Ability to build effective working relationships with colleagues• Understanding of data protection and confidentiality
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Deals with difficult situations effectively
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)