



School Administrator Assistant Person Specification

The successful candidate will be likely to fit the following profile:

- Excellent communication skills
- Excellent organisational, administrative and ICT skills
- Knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- The ability to work under pressure in a fast-paced environment
- Strong customer service orientation and skills
- A friendly telephone manner
- High levels of personal and professional integrity
- Ability to create productive working relationships at all levels
- A proactive and flexible approach and able to self-direct
- High levels of discretion and confidentiality and awareness of data protection
- Enthusiastic team player, with strong interpersonal and problem-solving skills
- Ambitious and aspirational for oneself and for the School
- Accustomed to working collaboratively within a busy office environment
- Highly flexible, able to multi-task and determination to overcome barriers and seek solutions
- Commitment to personal professional development, and therefore willingness to develop own skills