

**MAGDALEN COLLEGE SCHOOL**

**ADMINISTRATIVE ASSISTANT  
Person Specification**

<i>Requirements</i>		How Assessed
	Essential/ Desirable	A – Application I – Interview R- References
<b><i>Skills and Knowledge</i></b>		
Accuracy and attention to detail	E	A, I
Good IT skills	E	A, I
Communicate clearly, effectively and accurately in writing and orally	E	A, I
Ability to respect the confidential nature of the post and demonstrate diplomacy and tact	E	A, I
Ability to work as a member of a team	E	A, I
As a first point of contact with the school, an ability to deal with children, parents, other members of staff, governors, visitors to the school and phone enquiries in a warm, friendly but professional manner	E	A, I, R
<b><i>Experience and Qualifications/Training</i></b>		
GCSE (or equivalent) in Math and English, grade C or equivalent or above.	E	A, I
Competent (to a minimum of RSA Level 3 in typing (or equivalent) is desirable) in the production, and copying of documents and spreadsheets	D	A, I
Competent in the use of IT systems and packages, especially 'Microsoft Office' (Word, Excel, PowerPoint, email),	E	A, I
Experience working in a school	D	A, I
Competence in the organisation and management of a personal workload	E	A, I
Competence in providing an efficient system of administrative support, including filing and office organisation	E	A, I
A willingness to undertake training, as required, on IT systems	E	A, I
A willingness to undertake other training, for the continuing professional development of the post holder, as deemed appropriate.	E	A, I
A willingness to undertake other duties and responsibilities (of an appropriate and equivalent nature of those of the post)	E	A, I
<b><i>Personal Characteristics</i></b>		
Contribute to the ethos of our school, aims and the development/improvement plan	E	A, I
Punctual	E	A, I, R
Good organisational Skills	E	A, I
Able to liaise sensitively and effectively with parents and carers	E	A, I