

**St Martins School  
Administration Assistant  
September 2018**

**Person Specification**

Personal Qualities	Status	Source of Evidence
The passionate belief and determination that all students are capable of success	Essential	R, I
Be a team player who is able to adapt and play an active part in the journey of St Martins School	Essential	R, I
Flexibility, empathy and a sense of humour	Essential	R, I
The ability to build positive relationships with students and the wider community, from all backgrounds	Essential	R, I
Indefatigable energy and resilience	Essential	R, I

Qualifications and Experience	Status	Source of Evidence
Good level of GCSE (or equivalent) education including English and maths	Essential	A, C
Successful experience of working in a busy administration position	Essential	A, C, R
First Aid qualification or willingness to complete the training	Essential	

Knowledge and Understanding	Status	Source of Evidence
Good general clerical/administrative work	Essential	A, R, T, I
Ability to maintain confidentiality	Essential	A, R, T, I
Good IT skills including Microsoft word and excel.	Essential	A, R, T, I
Experience of working in an educational setting or other relevant environment	Desirable	A, R, T, I

Skills	Status	Source of Evidence
Excellent communication skills.	Essential	A, R, L, I
Ability to relate well to children and adults	Essential	A, R, L, I
The ability to work successfully with colleagues from across the through school	Essential	A, R, I
Excellent ICT skills including Microsoft office.	Essential	A, R

A	Application	R	Reference	T	Tasks
C	Document Check	L	Observed Lesson	I	Interview