



The Market Weighon School

PERSON SPECIFICATION

POST: APPRENTICE ADMINISTRATION ASSISTANT

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
Qualifications and experience	GCSE/CSE in English and Maths	▪		A & I
	Is committed to working towards (and does not already hold) the Level 2 Apprenticeship in Business Administration	▪		A & I
	General office experience including filing, photocopying, faxing and general typing, mail merging		▪	A & I
	Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook		▪	A, T & I
	Knowledge of SIMs software		▪	A, I
	First Aid certificate		▪	A
Personal and interpersonal	Willingness to undertake training as required	▪		A & I
	Ability to work to deadlines and a willingness to respond positively to all aspects of work	▪		A & I
	Effective team worker	▪		A R & I
	Ability to be an effective timekeeper and able to manage and organise their own time	▪		A R & I
	Good oral and written communication skills	▪		A R & I
	Ability to use initiative – problem solving	▪		A R & I

	Demonstrable attention to detail	▪		A & T
	Helpful and positive attitude within a busy working environment	▪		I
	Ensure image is respectable and professional at all times	▪		I
	Excellent telephone manner	▪		A & R
	Excellent Keyboard skills		▪	A R & T
	Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment	▪		A R & I
	Ability to maintain a calm approach and work effectively under pressure		▪	A R & I
Staff Development	Flexible to working patterns	▪		I
	A commitment to the responsibility of safeguarding and promoting the welfare of young people	▪		I
Child Protection	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	▪		
	Willingness to undertake Child Protection and Recognition of Abuse training when required	▪		I

* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test