



Person Specification

Job Title: Admin and Reprographics Assistant

Qualifications	Essential	Desirable
GCSE A*-C in English and maths, or equivalent qualifications	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Experience		
Experience of working within a school/academy environment		✓
Previous experience within an office environment	✓	
Experience of reception and visitor services and pleasant phone manner		✓
Experience of filing systems, electronic and manual	✓	
Experience of monitoring stock and ordering as necessary	✓	
Skills		
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Ability to use technical machinery after appropriate training (photocopiers, shredders, laminators, franking machine)	✓	
Ability to provide professional and effective administration service to all Academy visitors, staff and students	✓	
Proven ability to manage time effectively, prioritising tasks and meeting deadlines	✓	
Efficient and effective organisational skills, ability to be flexible and adaptable	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of child safeguarding procedures		✓
Other		
Satisfactory Enhanced Disclosure and Barring Service check	✓	
Assessed and advised by Health and Well Being	✓	