

Person Specification

Post: Level 2 Administration Assistant

| Attributes | Essential | Desirable | How identified |
|-----------------------------|--|--|--|
| Qualifications | <ul style="list-style-type: none"> • Grade C or above in GCSE English and mathematics | <ul style="list-style-type: none"> • Level 2 Administration / Business Administration or working towards a professional qualification | <ul style="list-style-type: none"> • Application • Certification |
| Experience | <ul style="list-style-type: none"> • Values driven • Working in a similar role • Receptionist work • Working to tight deadlines in a busy environment | <ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Working in an educational setting or with young people • Supporting large events • Providing a public facing service | <ul style="list-style-type: none"> • Application • Interview • References |
| Knowledge and skills | <ul style="list-style-type: none"> • Microsoft Office, especially Outlook, Excel and Word • Efficient administrator • Mailing systems and the use of a franking machine • Communicate effectively with a wide variety of people • Build and maintain effective working relationships with colleagues and the wider community • Understand the importance of confidentiality and discretion • Commitment to safeguarding | <ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Competent in the use of MIS (e.g. Bromcom) • Student attendance processes / systems • Trained first aider | <ul style="list-style-type: none"> • Application • Interview • References |
| Character | <ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy | | <ul style="list-style-type: none"> • Application • Interview • References |