

## Person Specification

### Post: Level 3 Administration Assistant

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C or above in GCSE English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Administration / Business Administration or working towards a professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Working in a similar role</li> <li>Receptionist work</li> <li>Supervising or managing staff</li> <li>Working to tight deadlines in a busy environment</li> <li>Supporting large events</li> <li>Providing a public facing service</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Working in an educational setting or with young people</li> <li>Planning and coordinating events</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Microsoft Office, especially Outlook, Excel and Word</li> <li>Efficient administrator</li> <li>Mailing systems and the use of a franking machine</li> <li>Creating, editing and proof reading professional high quality documents</li> <li>Student attendance processes / systems</li> <li>Communicate effectively with a wide variety of people</li> <li>Build and maintain effective working relationships with colleagues and the wider community</li> <li>Understand the importance of confidentiality and discretion</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Competent in the use of MIS (e.g. Bromcom)</li> <li>Maintain accurate and up to date records</li> <li>Trained first aider</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>