

Person Specification
School Office Admin & Wellbeing Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs including English and Maths • High level of literacy and numeracy • Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> • Higher or further education / Admin management or Office management experience
Experience	<ul style="list-style-type: none"> • Working with the general public 	<ul style="list-style-type: none"> • Office experience • Experience of education systems e.g. SIMS, FMS/ BROMCOM or similar
Knowledge and Skills	<ul style="list-style-type: none"> • Proven ability to deal with a range of sensitive issues • Ability to work as a member of the team, actively promote teamwork and lead by example • Ability to act professionally and facilitate the resolution of any problems • Ability to respond positively to and actively support the Headteacher and Senior Leadership Team • Experience of managing workload and prioritising tasks • Possess excellent communication skills and have the ability to help visitors and parents feel at ease 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to high quality service delivery • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Flexible to enable a responsive service at all times • Hard working and enthusiastic presenting a professional manner at all times • Self-motivated • Possess a sense of humour 	