

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