# **Walthamstow School for Girls**

**Administrative Assistant Apprentice**

**Person Specification**

# **Experience**

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| * Relevant work experience | Desirable |
| * Experience of the use of a wide range of computer software (e.g. word processing, spreadsheets, databases).of working on own initiative. | Essential |
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1. **Special abilities / aptitudes**

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| * Flexibility and ability to work as part of and to contribute to the school administrative team. | Essential |
| * Interpersonal skills - dealing with parents, students, colleagues and outside agencies. | Essential |
| * Ability to deal sensitively and in confidence with a wide range of issues relating to working practices. | Essential |
| * Ability to communicate effectively at all levels both verbally and in writing. | Essential |
| * Ability to work effectively under pressure and to manage own workload. | Essential |
| * Ability to type quickly and accurately. | Essential |
| * Ability to work methodically, ensuring attention to detail. | Essential |
| * Numeracy skills. | Essential |

1. **Other job specific requirements**

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| * Commitment to the Authority’s Equal Opportunities Policy and acceptance of their responsibility for its practical application. * First Aid qualification | Essential  Desirable |
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1. **Education and Training**

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| * Good General Standard of Education. | Essential |

## Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other inconsistent with the Authority’s Equal Opportunities Policy.

**March 2019**