# **Walthamstow School for Girls**

**Administrative Assistant Apprentice**

**Person Specification**

# **Experience**

|  |  |
| --- | --- |
| * 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 |
|  |  |
|  |  |

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**

|  |  |
| --- | --- |
| * Commitment to the Authority’s Equal Opportunities Policy and acceptance of their responsibility for its practical application.
* First Aid qualification
 | EssentialDesirable |
|  |  |

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**