



GOSDEN HOUSE SCHOOL

PERSON SPECIFICATION – PART TIME ADMIN ASSISTANT

Competency	Description	Essential	Desirable
Skills, knowledge or aptitudes	Excellent communication skills demonstrating a command of written and spoken English	*	
	Ability to handle multiple tasks simultaneously, cope with competing priorities and remain flexible, calm proactive and efficient	*	
	Ability to work in a collaborative environment, using initiative with minimal supervision	*	
	Highly proficient in using IT software – MS Office, knowledge of SIMS	*	
	A strong and resourceful problem solver	*	
	Expertise in current office practices and issues, including use of all electronic devices: photocopier/scanner etc.	*	
	Flexible and able to adapt to new ways of working	*	
Experience relevant to the role	Experience of working as a Receptionist/Administrative Assistant	*	
	Evidence of experience of working in an education/nursery office environment		*
	Experience of dealing with the enquiries and concerns of a wide range of people both in person and on the telephone	*	
	Evidence of ability to cope in a fast paced and challenging environment	*	
	Evidence of dealing with confidential work		*
Qualifications	GCSE standard – English and Maths, Grade 4 or above	*	



Personal Qualities	Confident, highly motivated with a strong personal commitment to your work	*	
	Excellent interpersonal skills with sensitivity to others, in person and on the telephone	*	
	A strong team player	*	
	Personal stamina and tenacity	*	
	A good sense of humour	*	
	Patience and understanding with an empathy for others	*	
	Detail orientated	*	
	Discrete, trustworthy and confidential	*	
	Calmly assertive and self-assured yet friendly and approachable	*	
	Excellent organisational skills with the ability to multi-task	*	