## Person Specification

## School: Greatfields

**Job title:** HR & Cover Administration Assistant

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.*

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications and Knowledge | * GCSE C+ English and Maths (or equivalent) * Proficient in the use of IT i.e., Microsoft Office and email | * Current first aid qualification * Knowledge of SIMS |
| Skills | * Ability to prioritise work and time management * Attention to detail * Excellent written and verbal communication * Willing to go the ‘extra mile’ when required * Promote a positive working environment | * Ability to work to deadlines in a busy reactive environment |
| Experience | * Experience of working successfully and co-operating as a member of a team * Experience of undertaking a range of administrative tasks | * Experience of working in a school office |