

GARTH HILL COLLEGE

PERSON SPECIFICATION

JOB TITLE: PART TIME ADMINISTRATION ASSISTANT	DEPT: ADMINISTRATION
REPORTS TO: ADMINISTRATION MANAGER	SCALE: BGJ 4-6

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Level 2 or equivalent qualification in English and Maths</p> <p>Good keyboard skills.</p> <p>Computer literacy, good working knowledge of MS Office, including Word and Excel.</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good experience of office and administrative practice.</p> <p>Able to listen and record information accurately.</p> <p>Good communication skills both verbally and in writing with young people and adults.</p> <p>Good understanding of and ability to use relevant technology, equipment and ICT packages.</p> <p>Able to produce correspondence.</p> <p>Able to work constructively as part of a team and work on own initiative.</p> <p>Able to plan, organise, prioritise and work to completing deadlines.</p>	<p>Experience of working in a learning environment.</p> <p>Knowledge of SIMS.</p>
Work-related Personal Requirements	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p> <p>Able to remain calm and patient under pressure.</p>	