



WESTMINSTER UNDER SCHOOL

Administrative Assistant (Gap Student) – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A Level (or equivalent)	Yes	
Knowledge/Experience	Previous experience working with young people		Yes
	Safeguarding and child protection awareness	Yes	
	Experience of managing pupil behaviour		Yes
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Ability to offer some support in music/art/drama/sport lessons or some other part of the school	Yes	
	Excellent administrative skills, including excellent written and verbal English	Yes	
	Ability to work autonomously and as a team	Yes	
	Excellent organisational skills	Yes	
	Good computer skills – email, record data, Microsoft	Yes	
	Professional attitude and behaviours	Yes	
	A desire to work with children and young people	Yes	
	Be calm and approachable, with a high degree of empathy	Yes	
	Excellent attention to detail	Yes	

	Willing and able to learn new skills	Yes	