



WESTMINSTER UNDER SCHOOL

Administrative Assistant (Gap Year Student) – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A-Level (or equivalent)	Yes	
Knowledge/Experience	Experience working with young people		Yes
	Experience of working in administration		Yes
	Awareness of safety and behavioural expectations of pupils and willingness to promote these expectations	Yes	
	An awareness of Safeguarding	Yes	
	A 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 to pupils and staff in music/art/drama/sport lessons	Yes	
	Excellent timekeeping	Yes	
	Excellent administrative skills, including excellent written and verbal English	Yes	
	Ability to work autonomously, working both in a self-directed manner and as part of a team	Yes	
	Excellent organisational skills, including managing day-to-day tasks and showing attention to detail.	Yes	
	Competent computer skills including email, recording data, Microsoft suite	Yes	

	Maintain a professional attitude and behaviour at all times	Yes	
	A desire to work with children and young people	Yes	
	Be flexible, calm and approachable, with a high degree of empathy	Yes	