



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Administrative Assistant	
Reporting to	Partnership Development Manager, School Sport Partnership	
Contract	Full time (52 weeks per year), 37 hours per week, Permanent	
Essential		Desirable
QUALIFICATIONS & KNOWLEDGE		
<ul style="list-style-type: none">▪ Level 2 qualification in Maths and English or equivalent▪ Evidence of appropriate qualifications in a clerical role▪ Use of computer based programmes such as Word, Excel, PowerPoint	<ul style="list-style-type: none">▪ ICT qualifications	
EXPERIENCE & SKILLS		
<ul style="list-style-type: none">▪ Previous experience in an administration role▪ Ability to work independently as well as part of a team with a clear sense of direction to pursue priorities in a consistent and determined way▪ Effective organisational skills	<ul style="list-style-type: none">▪ Previous safeguarding experience▪ Previous experience with administering first aid and medication	
PERSONAL QUALITIES		
<ul style="list-style-type: none">▪ Enthusiasm and commitment to the school and its students and when working under time constraints▪ Initiative and self-motivation▪ A genuine liking for children and young people▪ Evidence of good health, attendance and punctuality▪ Be able to establish effective working relationships with colleagues▪ A willingness to continue to learn and develop oneself and others▪ A belief in and commitment to comprehensive education		