

Linden Lodge School
Administrative Support Assistant - Residential

Education and Training			
Essential Criteria		Desirable Criteria	
English and Maths to GCSE grade C or equivalent		Qualification in Office Administration	
Achievements and Experience			
Essential Criteria		Desirable Criteria	
Experience of working in an office or administrative role			
Experience of working with confidential information in a tactful and discreet manner			
Experience of applying the principles of Data Protection and GDPR			
Skills & Abilities			
Essential Criteria		Desirable Criteria	
Ability to take accurate minutes of meetings			
Able to provide and excellent standard of customer service both internally and externally			
Good organisational skills with clear ability to prioritise tasks appropriately.			
Willingness to be flexible and adaptable when required to meet the needs of the organisation			
Ability to complete administrative tasks accurately and effectively.			