

SNARESBROOK PREP SCHOOL

Person Specification - Admin Assistant

Applicants will need

- To have excellent organisational skills
- To possess good communication skills. A warm and courteous manner is essential
- To be flexible
- To be a team player
- To be enthusiastic
- To have integrity and fully adhere to school policy surrounding confidential issues
- To have a good sense of humour
- To be hard working
- To be confident
- To have a good attendance record

