

Person Specification – Administrative Assistant

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Competent ICT skills
2	High level of competence in Microsoft Office (Word, Excel, PowerPoint)
3	Ability to communicate effectively with a wide range of stakeholders both verbal and written
4	Ability to prioritise and meet deadlines within the team
5	Ability to work as a team
6	Effective administrative skills

Desirable

7	Knowledge of SIMS/FMS/Pebble
8	Previous experience of working in a school setting
9	Understanding of management reports and the ability to be able to modify standard reports

Part B: Assessment Stage

Items 1 to 6 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Ability to handle difficult and challenging situations in a professional manner
2	Ability to deal with sensitive issues
3	Ability to be flexible within ever changing work priorities
4	Willing to develop skills by undertaking further training as required
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)