

Administrative Assistant (Grade 4) - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Excellent numeracy/literacy skills	X		Application form & interview
Experience	Essential	Desirable	How Assessed
General clerical/administrative work	X		Application form & interview
Safeguarding	Essential	Desirable	How Assessed
Knowledge of Safeguarding in schools		X	Application form & interview
Professional qualities	Essential	Desirable	How Assessed
Appropriate knowledge of first aid		X	Application form & interview
Good understanding and ability to use relevant technology e.g. photocopier		X	
Keyboard/computer skills	X		
Participate in development and training opportunities	X		
Personal attributes	Essential	Desirable	How Assessed
Ability to relate well to children and adults	X		Application form & interview
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	X		

Safeguarding Statement

Edith Moorhouse Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.